

**Approved Board Minutes - Presque Isle Community Library - Board of Trustees**

Meeting Category:	Regular Meeting
Date :	Tuesday March 14, 2017
Time :	4:00 pm
Location :	Town Board Room

- 1) Call to Order: Bob Berdan – 4:07pm
- 2) Roll Call of Members / Introduction of Visitors
  - a) Board members present: Bob Berdan (RJB), Adam Johnson (AJ – emergency / left at 4:20), Brenda Schuppe (BDS-phone ), Christine Wallace (CW-phone), Pam Whipple (PW), & Mike Czarny (MC). Also present - Library Director Shelly Knaack (SK). Absent: Jackie Bassett (JB-excused)
  - b) Visitors: Kathy Sprester
- 3) Agenda approval/modification: MC – motion / PW - 2<sup>nd</sup> / Unanimous vote. SK has been creating agenda for several months System working well..
- 4) Approval of Minutes (February 14, 2017) - approved with noted changes. AJ- Motion / MC- 2<sup>nd</sup> / Unanimous.
- 5) Treasurer’s report : Underspending due to lack of Lib Asst. SK lining up suppliers with free shipping.
- 6) Action on bills to be paid – March - Motion to pay bills in the amount of \$10,088.62. MC – motion / PW - 2<sup>nd</sup> / Unanimous vote.
- 7) Library Director’s Report / NWLS & Merlin Reports - ATTACHED (MC condensed spacing)
  - a) Hiring of Library Assistant
  - b) Volunteer Recruitment – SK write-up request and pass on to Kathy Sprester for distribution within FOL. CW to check with High School for volunteer service hours.
  - c) Assistance with Summer Reading Programs & Kids Programs
  - d) LD Office Hours: M,W, F 9-12 and Tues 2-7
  - e) 2017 Northwoods Bookfest Update
  - f) Vilas County Libraries Committee Update
  - g) Technology Meeting Update
  - h) Annual Report Filing
- 8) Committee Reports & FOL Update
  - a) FOL - No FOL meeting in March. Kathy Sprester unofficially reported on FOL membership ~ 200 members and ~ \$10,000 membership drive. Book sale scheduled end June.
  - b) Evaluation Committee Update – Monthly meeting check-in 1x / month. Due to smooth transition, meeting now morphing into brainstorming sessions.
- 9) OLD BUSINESS
  - a) Pavers / Recognition Policy – Decided on small bricks for everyone. Include FOL leadership as well. RJB will reformulate 1st draft with more flexible guidance.
  - b) Recognition Event Planning – Target May. Plans TBD (SK & RJB)
- 10) NEW BUSINESS
  - a) Talking Points and attendance for PI Annual Town Mtg in April – Town Mtg April 18 (Tues eve) / 3 min report. MC to circulate 2015-16 report to SK for ideas.
  - b) Collection Development Grant Agreement 2017 – Grant \$1344 (~\$150 lower than 2016) SK / RJB signed. Add to Board annual task list (MC)
  - c) PICL New Hours and Letter to Board.- New hours are a trial. CW to check data headcount at schools. SK to check on NWLS checkout data for Tues/Thurs (2015 & 2016).
- 11) Public comment: Jackie Bassett has resigned effective March 2017, due to health reasons. RJB will work with Lorine to post for 3 yr. term position CW will need help on art committee.
- 12) Adjournment: 5:27 pm - PW - Motion / MC- 2<sup>nd</sup> / Unanimous.

**Next regular meeting date: April 11, 2017 at 4:00 PM - Town Board Room.**

**Library Director's Report -March 2017**  
**Hiring Library Assistant**

I have advertised in the following ways:

PICL Website  
PICL Facebook  
Posters in Library  
Library Job Boards  
In the FYI Column  
Lorine- Blurb in Lakeland Times  
Ad in FYI (March 8th edition)  
Chamber Website

As of March 10, I have one application and one verbal inquiry. I have extended the deadline to March 31<sup>st</sup>. I anticipate doing interviews on April 5th and or April 7th, if anyone on the board would like to interview with me, that would be great!

**Volunteer Recruitment**

There is some need for additional volunteers. I was hoping to present opportunities for volunteering at the last Friends meeting; however the last two meetings (Feb. & March) have been cancelled. Brenda suggested posters in the library. I have also done some postings on Facebook and have let my current volunteers know my needs.

**Assistance with Summer Reading Programs & Kids Programs**

Brenda, Christine and I brainstormed at my last review due to some concern on my part about getting kid's programming for summer handled without having an assistant yet hired. Christine contacted Lecia from the Discovery Center to see if she could run a couple programs for me to take some workload off of my plate (\$95 each). Brenda suggested an intern and Christine is putting some feelers out to see if there would be any education interns interested in running a couple programs. Sarah Johnson and I are meeting on March 22<sup>nd</sup> regarding Country Fair and the library involvement with that event.

**Shelly's Office Hours**

**Mondays, Wednesdays, Fridays: 9-12**

**Tuesdays: 2-7**

Feel free to stop in at other times as I may be available.

**2017 Northwoods Bookfest Update**

Joseph Heywood is confirmed for Tuesday, August 22<sup>nd</sup> at 7 p.m. in Presque Isle. Other confirmed authors are: Michael Perry at Minocqua, Chad Lewis at Manitowish Waters, Victoria Houston at Winchester, Callie Bates at Camp Jorn and Headliner James Campbell at Camp Jorn. The Friends approved the \$750 fee for Joseph Heywood. He would not negotiate on price. Grants should take care of the headliner and advertising.

## Vilas County Libraries Committee Update

Library Directors got together on March 15<sup>th</sup> at the Presque Isle Library along with NWLS Director Sherry Machones. Jeff Burke, President of the NWLS board was also in attendance. Librarians from Land O' Lakes, Boulder Junction, Phelps, Eagle River and Plum Lake (also Presque Isle) were in attendance. We revised our Vilas County Plan for Library Service. This plan will be presented by Sherry Machones at the **March 15<sup>th</sup>** County Board meeting. With this plan and our Vilas County Committee in place, Vilas County should be in compliance with DPI. **Agenda item for Vilas Cty meeting - April 10 / 9:30 am / Vilas Cty courthouse.**

## Technology Meeting Information

On March 1<sup>st</sup>, I attended a mandatory technology meeting hosted in Boulder Junction and put on by Mike Sauvola, from NWLS. I learned that our router will be purchased this year (we have encumbered funds) and it will increase our bandwidth. Email will be moved to Office 365, allowing remote access to work email. Mike went over everything that the NWLS technology staff does in order to inform the new directors. Most of it I knew from working at Land O' Lakes, and it was nice to fill in some holes.

## Annual Report Filing

Presque Isle Community Library's Annual Report has been received and filed by DPI.

This is an image of the original posted Agenda, for Archive Purposes

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- 4) Approval of Minutes (February 14, 2017)
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  - a.) Action on bills to be paid - Merch
- 6) LIBRARY DIRECTOR'S REPORT
  - a) Hiring Library Assistant
  - b) Volunteer Recruitment
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  - d) LD Office Hours
  - e) 2017 ~~Notwoods Bookfest~~ Update
  - f) Vilas County Libraries Committee Update
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- 7) COMMITTEE REPORTS AND FOL UPDATE
  - a) FOL
  - b) Evaluation Committee Update
- 8) OLD BUSINESS
  - a) Favors/Recognition Policy
  - b) Recognition Event Planning Update
- 9) NEW BUSINESS
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  - b) Collection Development Grant Agreement 2017
  - c) PICL New Hours and Letter to Board
- 11) Public comment
- 10) Adjournment

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