

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

Meeting Category:	Regular Meeting
Date :	Tuesday September 12, 2017
Time :	4:00 pm
Location :	Library

- 1) Call to Order: Bob Berdan – 4:00 pm
- 2) Roll Call of Members / Introduction of Visitors
 - a) Board members present: Bob Berdan (RJB), Pam Whipple (PW), Krista Slemmons (KS), Cathy Weber (CLW). Absent (excused): Christine Wallace (CW), Mike Czarny (MC), Brenda Schuppe (BDS). Also present - Library Director Shelly Knaack (SK).
 - b) Visitors: None
- 3) Agenda approval: Accepted, as drafted, CLW - motion / KS - 2nd / Unanimous.
- 4) Approval of Minutes (August 08, 2017): Approved. PW - Motion / CLW - 2nd / Unanimous.
- 5) Treasurer's report :
 - a) Action on bills to be paid: September - Motion to pay bills in the amount of \$4,354.20 / CLW – motion / KS - 2nd / Unanimous.
 - b) Annual Budget Board Review/Approval – PW presented 2018 Annual Budget as developed by BDS, SK and the Budget Committee. Changes from the 2017 Budget include increases in LD/Asst. salary to reflect 2% increase by the Town, increases to collection development and program line items to more accurately reflect current spending. RJB - motion to approve the total budget of \$74,628 with the requested Town contribution of \$63,898 / CLW – 2nd / Unanimous.
 - c) Adding a Signatory: RJB – motion: Resolution to approve adding bank account signatory responsibility effective immediately – Addition: Pam Whipple (PW) /CLW 2nd / Unanimous.
- 6) Library Director's Report - ATTACHED
 - a) LD Office Hours
 - b) Library Hours
 - c) Programs/Libby App
 - d) Re-Key Proposal – RJB – motion to authorize spending \$425 of 2017 Budget for re-keying Library / PW 2nd / Unanimous.
 - e) LSTA Grant Redistribution
 - f) Merlin Cost Base
 - g) Cleaning/Maintenance Schedule
- 7) Committee Reports & FOL Update
 - a) FOL – PW covered minutes from August meeting, which was circulated to all Board members. PW requested RJB submit a short paragraph about the Board of Trustees for the FOL upcoming membership newsletter.
 - b) Joint Leadership Planning Meeting: RJB proposed joint meeting of FOL/Board of Trustees Executive Committees for 3:00 pm. on October 10th. PW will contact FOL Executive Committee about date/time availability and to respond to RJB directly.
- 8) OLD BUSINESS
 - a) Meeting Room Policy Board Review/Approval: CLW - motion to accept as drafted / KS 2nd / Unanimous.
 - b) Key Policy Board Review: RJB – motion to accept as drafted / CLW 2nd /Unanimous.
- 9) NEW BUSINESS
 - a) Appoint Officer – Liaison Nomination Committee: RJB asked for a motion to ratify his appointment of the committee consisting of RJB, KS and PW. KS motion, CLW 2nd, unanimous.
- 10) Public comment: None
- 11) Adjournment: 5:11 pm. - RJB- Motion / PW- 2nd / Unanimous.

Next regular meeting date October 10, 2017 at 4:00 pm. - Library

Library Director's Report Sept. 2017

a. LD Office Hours

Tuesdays, Thursdays: often 9-2, Wednesdays 9-6, Fridays: 9-3, Saturdays: 9-12. Mondays: sometimes remote, sometimes in the office.

b. Library Hours

Summer Library Hours are continuing into the year with the goal of them becoming year round hours. Sarah and I will be monitoring closely, especially the 3-6 range and listening to patron feedback. Patrons have requested magnets.

c. Programs/Libby App

- Mindfulness with Dottie/Yoga with Sarah Johnson: September 13th 2 PM- 4:15 PM
- Photography with Bob Haase on Wednesday, September 27th at 6:30
- September Movie: The Immortal Life of Henrietta Lacks will be shown on Wednesday, September 20th at 1 PM.
- We have our last author for Northwoods Bookfest, headliner, James Campbell who will be at Camp Jorn on September 14th. Refreshments will be at 6:30 and program begins at 7:00.

Overdrive has been updated and a new app has been launched. It is called Libby, available for Android, apple devices and Windows 10 devices. I would be happy to show folks how to use this app, I find it very user friendly.

d. Re-Key Proposal

Refer to email forwarded from Northern Lock and Key.

e. LSTA Grant Redistribution

DPI announced that they will be stopping the LSTA Tech Grants to systems and re-purposing that for PLSR implementation. This means that if we want to continue some services we need to find a new way to pay for them. The total amount of this grant was \$24,000 and paid for WPLC membership, IUG training (Sierra Software training), Ancestry database, and Novelist enhancements to the Merlin catalog.

As a group of libraries, directors are being asked if we value Novelist and Ancestry enough to pay our share to continue on with this service. I voted to continue on as we have patrons that enjoy using Ancestry. Novelist is not as well known with Presque Isle patrons, it is a reader advisory for patrons looking for read alikes or what to read next. Our share for Novelist is \$111.22 and Ancestry is \$135.20, which would be \$246.42 total. We cannot vote on one or the other, they are yes or no to both. I voted to continue the services.

f. Merlin Cost Base

Please see 2018 Merlin costs base I sent. This chart shows our fees which are based on a formula. Base cost for all libraries is \$1500. Thereafter, the breakdown is formula based on (1) our circulation and (2) our collection. The amount we will pay is forecasted to be \$4085 for 2018. With the goal of bringing our circulation up to 2%, this will increase our charge. However; we also have the goal of decreasing our collection, from the current 4%, down to 2%. This will even out the increase. Looking at the chart, the ideal situation seems to be keeping both numbers the same.

Other charges that go to Merlin include these from 2017:

Badgernet: \$1260.00

Delivery: \$600.00

Wiscat: \$200.00

WiscNet Internet Provider: \$345.00

Digital Buying Pool: \$139.75

g. Cleaning/Maintenance Schedule

I am working with the town on a cleaning and maintenance schedule.

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- 7) Committee Reports and FOL Update
 - a) FOL
 - b) Joint Leadership Planning Meeting, October 10th, 3:00 P.M.?
- 8) Old Business
 - a) Meeting Room Policy Board Review/Approval
 - b) Key Policy Board Review
- 9) New Business
 - a) Appoint Officer-Liaison Nomination Committee
- 10) Public comment
- 11) Adjournment

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