

Peninsula Community Library Board of Trustees

January 10, 2019 Minutes

Present: John Bercini, Lori Brickman, Doug Kosch, Nikki Sobkowski, Vicki Shurly

Excused: Heatherlyn Johnson Reamer, Barb Wunsch

Call to order: 4:35 pm

Approval of Agenda/Additional Items: No additional items

Approval of Minutes: **Motion** by KOSCH second by BERCINI to accept the December meeting minutes. Passed.

Note: In the absence of the PCL chair and vice chair, Nikki Sobkowski agreed to serve as meeting chair and Lori Brickman agreed to serve as meeting recorder. There was Board consensus for change.

Treasurer's Report: A Profit & Loss statement for the Library Building Fund as of January 4 is attached. Updated report on Building Fund income and expense attached. Vicki working with auditors on State Uniform Chart of Accounts compliance for 2020. State Aid increase expected for 2019. Penal fine allocation will arrive in July. Expenses show an increase in Liability costs due to increase in service and audit fees. Increase in Maintenance over budget due to snowplowing commitments.

Director's Report:

Statistics for December

Circulation Dec. 2018 – 2194
Circulation Dec 2017 – 2624
Outgoing Hold Transits – 477
Incoming Hold Transits – 148
Internet Users – Not Available
Reference Questions – 156
Special Requests – 16
New Card Registrations – 10 (Temp 0)
Manual Checkouts - 25
Volunteer Hours – 24 Hours, 10 Volunteers
Garden Volunteers – 0 Hours, 0 Volunteers
Student Volunteers – 1 Hour, 2 Volunteers

Program Stats December (384 @ 17 programs)

Story Stew 49 (4 sessions)
Table Crafts - 230
Pageturners Book Club – 14
Yoga - 24 (2 sessions)
Stories from the Past - 7
Reading Dog – 36 (3 sessions)
Threads – 9 (3 sessions)
Tech Help – 2
Chapter Chicks - 13

Cookbook Sales generated more than \$200.00. An increase in staff hours will allow two staff members to be in library at one time. Books at the Boat House is scheduled for April 2 and will include silent/live auction. We have a parking problem that has resulted in patron complaints affecting their participation in library activities.

Committee Reports:

Traverse Area District Library Report: TADL will have a gala event January 11, 2019 to celebrate their 20 years of service to the community.

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Northland Coop Report: Mini rural conference scheduled

Friends Report: Filed with library board meeting minutes.

Committee Reports:

Capital Campaign Committee Report: Committee meeting canceled do to weather and rescheduled for Monday, January 14 at 9:00 followed by Major Gifts at 10:00 am. Nancy Davy thanked Nikki and John for their work on the annual appeal letter.

Data Management: Filed with library board meeting minutes.

Grants Committee: \$4500 DeSerrano Foundation grant received. Biederman Foundation will review our request in April if we have not reached our goal.

Construction Update: Fred Zwemer has been at the building site daily. Fred and Vicki reported that the underground foundation work is close to completion with pour scheduled for Tuesday the 15th then covered and heated for a week. Timber frame pkg ready to ship with framing to begin on January 21. Carriage House foundation will be filled in and can be framed in without concrete floor. Progress has been made with Charter Cable's commitment to raise overhead cable. Still working on DTE site schedule for installation work and Acentek fiber network

Unfinished Business: None

New Business: 1. Revamping standing committees to include Personnel/Policy, Facility Use and Développement Committees. Nikki asked Board members to consider which committees they would like to participate in and commit at February meeting. Each committee is to have a minimum of two trustees. 2. PCL's mission statement and short/long term goals. A review of Library by-laws as well as an update of mission statement and Objectives was recommended. Gretchen Soutear offered to contact a colleague that has expertise in development of mission statements and goal setting. The speaker will be available in the spring. Personnel/Policy Committee to work on this issue.

Correspondence: None

Public Comment: None

Adjournment: Motion to adjourn by Bercini and second by Kosch. Passed at 5:39pm.

Lorraine Brickman
Recorder