

**Presque Isle Community Library  
Board of Trustees Minutes  
December 11, 2012**

The meeting was called to order at 4:02 pm by President Jeff Burke. Other members present were Carol Stone, Lynn Vinall, Kay Lorbiecki, Chuck Hayes and Robert Berdan. Jackie Bassett arrived during the Library Administrator's report. Pam Eschenbauch was also present.

A motion was made by Bob Berdan and seconded by Lynn Vinall to accept the agenda as published. The motion passed unanimously.

Minutes for the November meeting were unanimously approved, upon the motion of Lynn Vinall with a second by Carol Stone.

**Treasurer's Report.** Carol distributed the Treasurer's Report containing the November recap and the December bills to be paid. She noted that the two salary accounts in the recap are annually totaled by Lorine at year end and therefore appear out of pattern, but in reality all payments made are within budget. Before year end, Carol will again meet with Lorine to reconcile the amount due from the Library to close out the year. As of the printing of the recap, that amount is \$16,816.00. Chuck inquired about the unexpended balance from the 1996 loan in the amount of \$600,000 for the Library addition, and Carol responded that after several corrective Journal entry adjustments for post project completion landscaping work, (which was originally paid for by the Library in 2011), the Loan account is accurately documented and within \$400 of being fully expended. Chuck made a motion for the December bills to be paid in the amount of \$6525.55. The motion was seconded by Lynn and carried unanimously.

**Library Administrator's Report.** Pam distributed the monthly circulation sheet which was then discussed. Headcount fluctuations were noted. Computer usage and interlibrary loans are both on the increase despite a slower month. Pam was questioned about her VHS tape replacement protocol (primarily limited to in demand classics- estimated to be 2 per annum). Holiday hours were also discussed. Per prior practices, the Library will close early on Christmas eve, (a half day) and will not be open on Christmas, New Years Eve and New Years day. Concerning the software upgrade, Pam reported that Sierra is working well. In response to a question from Jeff, Pam reported that the insulation vendor did a good job of post installation cleanup and she and the volunteers were satisfied with the work that was done. As a result of Kathy Trzesniak's untimely passing, Pam has developed and she shared with the Board her course of action to secure the services of a qualified paid assistant.

**OLD BUSINESS-**

1. Merlin/NWLS report. Pam attended the Last Directors meeting, but not the follow up webinar. There was little in the way of new information to report. At the Board's next meeting (in December), Pam will share the 3 year eBook projected expenditures for NWLS and its participating members. Merlin will cover eBook costs for the 2013 budget, but participating members will be expected to contribute increasing amounts from their respective circulation budgets in 2014 and beyond. eBooks need only be shared with those members who opt to participate, but at least 50% of members must sign on to make the program work. Jeff observed that he has no knowledge of any member library having decided NOT to participate.
2. Lower level development/Quality Heating HVAC proposal. Jeff met with Jeff Woods, the owner of Quality Heating & Air Conditioning (the Town's HVAC maintenance contract holder) about

HVAC options and limitations. The two Jeffs reviewed the 3D CAD drawing prepared by Charley Sauter and discussed the possible uses of the space. Based on the information provided, Quality Heating concluded that the Library's existing HVAC system, with the addition of a new zone, could handle heating and air handling for the new space. The zone work and duct work for the project would be \$5425, and Quality Heating is amenable to the Library furnishing volunteer labor, to lessen the expense. A separate AC condenser would be necessary, if desired, at an additional cost of \$1675. The heating and AC jobs can be done together or separately.

3. Patron email list development-service charge. In process; may be removed from the agenda.
4. Out of System use policy development. Pam and Carol procured some user cost information from Lorine. Using 2011 data, the cost per resident to fund the Library's budget is \$27.76. The other option Lorine calculated was dividing the total Library expense (Library Budget, plus Town overhead funding) computed on a per patron household basis. That figure is \$36.98. The Board agreed with Pam that a policy for charging out of system users to access the Library's resources is in order. Further discussion followed about various ways to fairly share costs as between in system and out of system users. Chuck counseled that any such policy ought to be logically based, easily explainable and understood and easy to administer. Various possibilities were batted around. In response to questions, Pam indicated that out of state non property owner users should be easy to determine. In advance of the next meeting, Pam will discuss such a policy with NWLS and the administrator of the Minocqua library.
5. Library Marketing Campaign. The Wausau Visual Arts Institute plans to come to the Library's January Arts program. The December 18<sup>th</sup> Open House for the NLES Student artists will include food. All are invited to attend.
6. Art Program Funding – Thrivent developments. Carol is waiting to hear back from Thrivent Financial about a date for the photo opportunity it would like to publicize Thrivent's \$500 grant to the Library
7. Budget notes/approval/2014 considerations. The Town approved the Library's \$43,000 budget request. In 2014, the Library will be assigned a new liaison from the Board after Chuck leaves the Town Board next year. In 2014, NWLS will be losing \$50,000 in State funding. Jeff suggested that NWLS will likely seek to recoup its' shortfall from its member libraries.

## **NEW BUSINESS**

1. Resignation of Board Member/NLES Staff replacement candidate. As a result of her retirement from NLES, Lynn has decided to also retire from the Library Board as the NLES representative. Lynn has served tirelessly and ably on the Board for \_\_\_\_ years; playing key roles in many projects including, but not limited to, the 1996 Library addition. Lynn's talents and energy will be missed by all! The NLES Superintendent, Brent Jelinski, has appointed NLES language arts teacher, and PI resident, Christine Wallace, to replace Lynn. The Town will reappoint Carol and ratify the appointment of Christine, at its January meeting.
2. Memorial. The Board discussed various possibilities and options to honor and recognize the service and loss of Kathy Trzesniak. Inasmuch as other groups are also giving consideration to

the same sad circumstance, and the wishes of Leo need to be considered, the discussion was preliminary and will be continued.

**Miscellaneous Board Business** The Board reiterated that it is the Administrator's responsibility to recruit and hire the Library's paid assistant; the Board, through its Budget, sets the hours and per hour compensation for the paid assistant. Pam's contract, including wages and hours, will be reviewed and considered at the January meeting. It was suggested that the Administrator and the President discuss the renewal of Pam's contract, and any ramifications concerning the hours of the assistant, in advance of the January meeting. The objective is to have both paid employees hours and responsibilities in sync with one another at time of the approval of the Administrator's 2014 contract.

**Public comment** – None

**Next meeting date** – January 8, 2013, 4:00 PM

**Adjournment** – Upon proper motion and second, the meeting was adjourned at 5:25 pm.