

**Presque Isle Community Library  
Board of Trustees Minutes  
February 14, 2012**

The meeting was called to order at 4:03 pm by President Jeff Burke. Members present were Chuck Hayes, Kay Lorbiecki, Carol Stone, Jackie Bassett, and Robert Berdan. Pam Eschenbauch was also present. Lynn Vinal was absent with pre-notification due to illness.

A motion was made Bob Berdan and seconded by Carol Stone to accept the agenda as presented. The motion was unanimously passed.

Minutes for the January meeting were approved upon the motion of Bob Berdan with a second by Jackie Bassett. The Minutes were unanimously approved.

**Treasurer's Report.** Carol Stone distributed the January 2012 Treasurer's Report. She indicated that the Merlin payable was approved in January, but not mailed so it will appear in the February Report. She also highlighted several donations received in January. Carol met with past Treasurer, Mike Speer, whose term ended December 31, 2011, and together they made a few changes to the 2011 year-end report and concur on its accuracy. A motion was made by Chuck, seconded by Jackie, to pay the February invoices in the amount of \$4497.52. Motion carried. Discussion followed on Carol's level of comfort with the Library's bookkeeping system and method of payables reconciliation with the Town. Carol suggested that adding a separate account at the bank for "Encumbered Funds" would facilitate financial reporting. The Board concurred and encouraged her to arrange same with the Bank.

**Library Administrator's Report.** Pam reminded Board members of the eBook workshop to be conducted at the BJ Library on February 20<sup>th</sup> at 1:00 PM. Kathy Tresniak plans to attend, others are welcome. Pam also noted that the Mead Witter Grant in the amount of \$5000 has been received, and that the Valuline free trial expires on March 5<sup>th</sup>. The monthly NWLS circulation sheet was presented and discussed. January 2012 circulation was up significantly from the prior month, but slightly less than January 2011. Pam also asked the Board for advice regarding a request to give the Library's copy of *Eisenhower* by Stephen B. Ambrose to Steve Bablitch because of the author's inscription found in the book by patron Jim Rose. Upon the motion of Bob with a second by Chuck, the Board decided to gift the Library's copy of the book to Steve Bablitch providing a replacement copy of the book is furnished to the Library. The motion carried unanimously. Finally, Pam indicated that her Annual Report is due on February 17<sup>th</sup>. Arrangements were made for same to be reviewed and signed by President Burke before its submission.

**FOL liaison report.** Jackie indicated that no FOL meetings have occurred since this Board's last meeting.

**OLD BUSINESS**

- 1) Merlin/NWLS . Pam attended two online webinars this month on the topics of books for teens and annual reporting/policy writing. The next Merlin meeting will also be a webinar. Pam finds such meetings convenient because they save the time and expense of travel. Two way feedback works well during the Webinars.
- 2) Lower level cleanup – shop vac. Old computers stored in the lower level have been taken to the appropriate recycling center. Wink Johnson gifted a Sears Craftsman 12 gallon shop Vac to the Library for use in lower level cleanup. Some accessories and bags will need to be purchased.

- 3) Lakeland H.S. project for lower level development. Jeff intends to make contact with Mr. Radatz, of LUH following the completion of the pre-steps outlined in item 4) below.
- 4) Drawings. Jeff has obtained copies of the lower level drawings prepared by Midwest Design And Development Corp. He asked all Board members to sketch their ideas for a room or rooms onto the drawings. At next month's meeting, the Board will measure and snap lines on the basement floor to try out the various ideas after which Jeff will share the concepts with Lakeland HS to determine whether its Tech and Industry class would be willing to flesh out a CAD design for the project.

#### **NEW BUSINESS**

- 1) Nicolet rent fees for classes-develop policy. Last month a decision was made to charge Nicolet \$5.00 per session of each class with under 5 students, \$10.00 per session for 5 or more students, with a cap at \$40.00. Jeff will draft a formal policy to document the Board's January decision with the intention that same will be read and approved at the March meeting. Chuck suggested that the policy draft ought to contain a provision for an annual review of the fee structure. Jeff will distribute the draft policy with next month's draft agenda.
- 2) Administrator's annual work contract corrected version. Jackie's signature will be affixed to the Contract signed last month.
- 3) Recap of year end accounting. Carol met with Mike Speer and adjusted the 2012 budget to reflect the Town's contribution to be \$39667 with the PICL contribution thereby being reduced to \$16888.
- 4) Miscellaneous Board business. The status of Marenisco's Library and Michigan's penal fund status was raised by several Board members Marenisco opened its Library on February 1<sup>st</sup>, and the penal funds, payable in July, will accordingly go to the Marenisco Library. The Board briefly discussed an article on the importance of Libraries previously distributed by Jeff. Chuck and Pam updated the Board on the rekeying of the Library doors and key distribution, and Kay updated the Board on her successes in getting air time re the arts program on WXPR and WJFW.

**Public comment** – None

**Next meeting date** – March 13, 2012 at 4 pm

**Adjournment** – Motion was made by Chuck, seconded by Kay, to adjourn the meeting at 5:00 pm. Motion carried.