

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

The meeting was called to order at 3:04 pm by President Jeff Burke. Members present were Carol Stone, Lynn Vinall and Robert Berdan. Pam Eschenbauch was also present. Absent with advance notice were Chuck Hayes, Kay Lorbiecki, and Jackie Bassett .

A motion was made by Lynn Vinall and seconded by Carol Stone to accept the agenda as modified by the addition of "Comp. time consideration" under the agenda item miscellaneous board business as requested by Kay Lorbiecki. The motion passed unanimously.

Minutes for the July meeting were unanimously approved upon the motion of Bob Berdan with a second by Lynn Vinall.

Treasurer's Report. Carol distributed the August 2012 Treasurer's Report. She called the Board's attention to the following line items in the report: Telephone expense is over budget, but the expense may yet fall within budget when year end credits are received; maintenance is over budget as the Library learns more about the ongoing expense of the Azuradisc operation; programs are over budget, but once all donations received are processed, the actual expense will be within the constraints of the budget; Mead Witter Grant monies have been expended, as projected, and Pam has prepared and submitted the recap to Mead Witter, and the promised funds of \$5000 were recently received and will be reflected in next month's accounting. Lynn made a motion for the August bills to be paid in the amount of \$4310.93. The motion was seconded by Bob and carried unanimously.

Library Administrator's Report. The monthly circulation sheet was distributed and discussed. July was very busy as compared to both June and last year. Traffic is also way up if you remove 2011 fundraiser totals. Out of state circulation remains strong notwithstanding the operation of the Marenesco library. Pam shared that she recently received a letter from the USPS asking if the library was willing to serve as a postal station in light of current and future postal cutbacks. Through NWLS research, Pam also learned that all Northwoods libraries received the same request. Following discussion, it was agreed that there would be little or no benefit to the library or its patrons to take on the requested postal responsibilities at this time. Pam updated the Board on the upcoming visit of appraiser, Mark Moran. Mark has already visited surrounding libraries, and so far, only 9 patrons have made appointments, agreeing to pay the \$15 appraisal fee, of which the library receives \$5.00. Pam encouraged going forward with the event's sponsorship inasmuch as Mark seems willing to go forward despite the low advance. Pam will distribute flyers to local businesses and gathering places, and PI has a strong history of good walk up attendance. Pam reported that August 15th will be the last of the summer reading program sessions. Jeff commented on the success of the Tom Pease Children's program held in conjunction with the PI rummage sale. 35 people enjoyed the troubadour. Pam announced her Aug 25th to Sep. 8th vacation and her arrangements for coverage in her absence.

OLD BUSINESS

- 1) Merlin/NWLS report. Jeff attended his first webinar. Other than tentative approval of the 2013 budget, there is nothing to report. Pam will miss the next NWLS meeting due to her vacation, but will secure any information to report upon her return.

- 2) Lower level development drawings. Jeff will ask Charley Sauter for an hour of CAD time to formally draw the various double classroom plans under consideration. Square footage will be 600 to 900 sq. Ft. of usable classroom space dependent upon aisle/hallway considerations.
- 3) Patron email list development. Tabled.
- 4) Out of System use policy development. Tabled.
- 5) Library Marketing Campaign. Tabled.
- 6) Art Program Funding. Tabled.
- 7) Book Sale-financial results-future sale suggestions. Bob reported on the way in which the Marlborough MA public library has increased its' book sale revenues 5 fold by auctioning its used books online. He gathered this information from a Marlborough FOL member vacationing in PI who attended the PI book sale. Bob agreed to try and gather more information about the scanner and computer program the Marlborough library uses to administer its' sale.

NEW BUSINESS

- 1) Promoting ongoing book sales. Pam indicated she sells about two books per week from the kiosk, and many books are returned for resale after patron usage. Current best sellers are most popular. She agreed to publicize the service on the website.
- 2) Informational package for member missing meeting. Pam will assemble a copy of all handouts at the meetings and place them in a folder for any absent Board member so they might pick the material up at the library to go with the minutes.
- 3) Budget committee for 2013 proposal. Following discussion, it was agreed that Carol, Jeff, Lynn and Pam will be the committee to prepare the libraries 2013 budget request for submission to the Town Board for consideration. Their meeting will be September 13th at 2:30 pm. All Board members are welcome to attend.

Miscellaneous Board Business – Pam reported that Ann Milne has indicated that the FOL is inoperative. The Board discussed Kay's suggestion that Pam be awarded one day of comp. time for her upcoming full day of work on August 19th to facilitate the Art Camp teardown. While no one present was opposed to the idea, it was agreed that the matter ought to be tabled to allow for full board consideration so precedent and past history could be considered.

Public comment – None

Next meeting date – September 18, 2012 at 3 pm. NOTE DATE & TIME CHANGE

Adjournment – Upon proper motion and second, the meeting was adjourned at 4:16 pm.