

**Presque Isle Community Library
Board of Trustees Minutes
March 13, 2012**

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

A motion was made by Jackie Bassett and seconded by Lynn Vinall to accept the agenda as presented. The motion was unanimously passed.

Minutes for the February meeting were unanimously approved upon the motion of Bob Berdan with a second by Kay Lorbiecki.

Treasurer's Report. Jeff Burke distributed the February 2012 Treasurer's Report in Carol's absence. He noted that \$2800 was received from Vilas County, and the Revenues were corrected accordingly, subject to confirmation of the amount. Discussion ensued concerning the cost to mail and to repair the Azuradisc CD cleaner. A motion was made by Chuck, seconded by Jackie, to pay the March invoices in the amount of \$4831.07. Motion carried. Jackie inquired about reconciliation of part time compensation payments with the Town and Pam explained the process.

Library Administrator's Report. The monthly NWLS circulation sheet was distributed and discussed. It was noted that e-media usage has been added to the report commencing January 2012. Computer use appears to be increasing, but Pam reminded the Board that computer usage tallies are at best an inexact science. The Board discussed the successes library programs, such as art programs, movie nights and travelogues have had in drawing patrons to the Library. Pam indicated that children's programs work well in the summer, but not during the School year. She briefly reviewed the tentative children's program plans imbedded in the budget. Pam distributed copies of the Annual Report as submitted to the Wisconsin Department of Public Instruction. She explained how and why the Town's contributions to the Libraries' Revenues are determined. Pam responded to questions about the nonresident circulation statistics contained in the report. Pam also reported on her one time meeting at the new Marenisco Library which is located in the old Laundromat and the impact its opening may have on PICL's future receipt of 2012 MI Penal funding. Further discussion on this topic was tabled to the April meeting in recognition that Carol has fully researched this issue. It was also suggested that out of system usage of Library resources be discussed at the April meeting. Jeff and Bob were asked to gather input on this subject at the upcoming Trustee's Workshop which they both will be attending in Eagle River. In anticipation of the discussion, Lynn suggested that Pam determine how much money is donated to The Friends by the 180 current Marenisco library card holders.

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

OLD BUSINESS

- 1) Merlin/NWLS. Pam indicated that the next Merlin meeting will be held in Ashland on March 21st.
- 2) Lower level cleanup – shop vac. Jeff purchased accessories for the shop vac, which will be reimbursed by the Town.

- 3) Azuradisc repair. The cleaner failed post warranty expiration and was returned to the manufacturer for repair. Jeff questioned the amount of the repair invoice, and ultimately negotiated a refurbishing cost of approximately \$300.
- 4) Lower level development drawings – develop criteria. Board members shared their ideas for a room or rooms via sketches on the Midwest Design And Development Corp. lower level drawings Jeff previously obtained. Various configurations were discussed, but all ideas included two classrooms with a moveable partition. Whether the classrooms should abut the wall containing the Town’s moveable files was an option, and the size of the hallway around the classroom space was also left an open issue. The classroom sizes with the partition open varied from 19x37, 19x33 or 23x40 depending on hall sizes. It was also agreed that a restroom was unnecessary, but a small kitchenette in the space between the stairs and the elevator would be a good feature. Jeff agreed to create a spec outline and submit same to Lakeland HS to determine whether its Tech and Industry class would be willing to flesh out CAD design options for the Board to consider.
- 5) Nicolet rent fee policy draft review. The draft of a fee policy for classroom use authored by Jeff was reviewed and discussed. A question about what a “session” entailed led to an effort to modify the draft policy language by including the phrase: “...with total charges for each course not to exceed \$40.00.” The policy will be re-written with the new phase and approved at the next meeting of the Board.

NEW BUSINESS

- 1) Patron email list development. Kay suggested that an email list of patrons, based upon proximity to the library, be developed and used to advertise programs and events at the library. She distributed a map containing concentric circles to indicate the distance attendees travelled to attend the February 20, 2012 Watercolor workshop. The wide ranging discussion that followed revolved around how else to advertise the libraries many offerings. Email list development could be facilitated in a number of ways: voluntary signup sheets completed by program attendees (Kay volunteered to create a form); the FOL database; Website solicitation; and a signup sheet at the front desk of the library. Additional ways to get the word out about upcoming programs included hard copies of the newsletter at the front desk and email reminders in the book due emails already generated by Northern Waters. This discussion is to be continued next month under the topic heading “Library Marketing Campaign.”
- 2) Miscellaneous Board business. None

Public comment – None

Next meeting date – April 10, 2012 at 4 pm

Adjournment – Motion was made by Lynn, seconded by Jackie, to adjourn the meeting at 5:43 pm. Motion carried.