

**Presque Isle Community Library  
Board of Trustees Minutes  
November 18, 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, Jackie Bassett, Chuck Hayes and Robert Berdan. 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 September meeting as prepared by Jackie and corrected by Pam were unanimously approved, upon the motion of Bob Berdan with a second by Lynn Vinall.

**Treasurer's Report.** Carol distributed the November 2012 Treasurer's Report. She noted that she will have to meet with Lorine to reconcile the Library Grants account inasmuch as the funds from same have already been expended. Discussion followed concerning expenditures for volunteer recognition as well as the most expeditious means to process and forward a donation earmarked for the Art Camp. Lynn made a motion for the November bills to be paid in the amount of \$4779.12. The motion was seconded by Jackie and carried unanimously.

**Library Administrator's Report/Sierra software upgrade.** Pam reported that Jorja Burke will cover for Ken & Cindi while they are away. The monthly circulation sheet was distributed and discussed. October was a busy month. Pam explained that Adult Programs now includes headcounts from Mahjong played at the Library. Concerning the software upgrade, Pam observed that some volunteers have struggled with the new software, (which requires new login IDs and passwords), but overall the upgrade is user friendly, appealing to the eye and intuitive. On the plus side, the upgrade permits two users to be in both circulation and cataloging at once. Volunteers have been asked to write down any issues so Pam may share same at an upcoming Merlin meeting.

**OLD BUSINESS-**

- 1) Merlin/NWLS report. Jeff attended the quarterly NWLS meeting last Saturday. What follows are highlights from the meeting:
  - a. Wage increases of 1% were provided, but "exempt employees" also shared a bonus pool of \$19500, with the largest single bonus being \$4000.
  - b. The budget surplus of \$37,000 will be used to make a onetime acquisition of eBooks. Member libraries will be asked to pick up this cost as an ongoing expenditure commencing in 2014.
  - c. Of the state libraries' expenditures for eBooks, Merlin spends 3% of the total.
  - d. Expect state funding of NWLS to be reduced, meaning that Merlin costs will be passed down to member libraries
- 2) Lower level development drawings/CAD 3D plan presentation. In anticipation of meeting with Charley Sauter, Jeff reviewed all Board member's concept drawing for the lower level. He consolidated same into one sketch intended to create the largest possible dual classroom space. C. Sauter then developed the plan using his 3D CAD program. The Board reviewed and discussed the 3D drawings in detail. Although numerous questions remain concerning HVAC implications, the Board consensus was that the plan, as drawn looks good

and appears to be both doable and functional. Assuming 750 sq. ft. of developed space, a rough cost estimate (assuming a finished cost of \$125 per sq. ft.) equals \$94,000. The Board discussed how best to secure some answers w/r/t HVAC and the Town's role in the approval process. Jeff agreed to informally inquire of Quality Heating & Air Conditioning (the Town's HVAC maintenance contract holder) about HVAC options and limitations. He and or Chuck will also keep the Town apprised of the status of the lower level development plans.

- 3) Patron email list development. Pam will ensure that signup lists are available at the circulation desk.
- 4) Out of System use policy development. The Board agreed with Pam that a policy for charging out of system users to access the Library's resources is in order. Discussion followed w/r/t various ways to fairly share costs as between in system and out of system users. It was agreed that Pam is to gather data about costs, in system users, and also out of system users to assist the Board in developing a formula and a policy at its next meeting. Pam will distribute the raw data she gathers in advance of the next meeting to facilitate the Board's consideration of the issue.
- 5) Library Marketing Campaign – info from merchandising webinar Oct 16. Pam participated and came away feeling that PICL is doing all that others are doing to best market the Library and its offerings, except for having an electronic sign in the window announcing hours of operation. The Board agreed that in PI such a sign is unnecessary. Pam may utilize the Town's existing electronic sign from time to time as a reminder of the Libraries hours on a space available basis.
- 6) Art Program Funding – Thrivent developments. Thrivent Financial would like a photo opportunity to publicize its \$500 grant to the Library. Carol will arrange for same.
- 7) NLES Board Position. Jeff will meet with Brent Jelinski to discuss.

**NEW BUSINESS** - None

**Miscellaneous Board Business** – Chuck indicated that the \$43,000 budget request proposed to the Town by Carol & Jeff is contained in the current draft of the Town's budget. Bob updated the Board on his search for used book scanners and software. Pam and Kay explained the mechanics for funding art programs in the current budget.

**Public comment** – None

**Next meeting date** – December 11, 2012, 4:00 PM **NOTE TIME CHANGE**

**Adjournment** – Upon proper motion and second, the meeting was adjourned at 5:27 pm.