

**Presque Isle Community Library  
Board of Trustees Minutes  
September 18, 2012**

The meeting was called to order at 3:06 pm by President Jeff Burke. Other members present were Carol Stone, Lynn Vinall, Kay Lorbiecki, Jackie Bassett and Robert Berdan. Pam Eschenbauch was also present, arriving after the meeting commenced. Chuck Hayes was absent.

A motion was made by Bob Berdan and seconded by Kay Lorbiecki to accept the agenda as modified by the addition of "clean up" under the agenda item "old business" # 2 and the insertion of "Elevator status" under the agenda item "new business" #2, thereby moving the 2013 budget to item #3 under new business. The motion passed unanimously.

Minutes for the August meeting were unanimously approved, after correction of a date and the spelling of Marenisco, upon the motion of Lynn Vinall with a second by Jackie Bassett.

**Treasurer's Report.** Carol distributed the September 2012 Treasurer's Report. She called the Board's attention to one error in the Town's list of library expenses, item 24301 payable to Woodwork Signs. This \$158 item was NOT a library expense and will be corrected in the next monthly report. Carol observed that the Mead Witter Grant monies have now been fully reconciled. Carol noted that "donations for programs" is where checks received are posted, including the monies received from the recent Mark Moran appraisal program proceeds due the library for having sponsored the program. Carol also noted that last month \$94.50 was received from the ongoing book sale. Lynn made a motion for the September bills to be paid in the amount of \$4181.72. The motion was seconded by Jackie and carried unanimously. Discussion followed concerning the expenses incurred for alcohol and soft drink refreshments served at the Mark Moran appraisal session. It was the sense of the attendees that the cost of the alcohol should be a library expense. Pam donated the soft drinks that were served.

**OLD BUSINESS-**

- 1) Merlin/NWLS report. Jeff attended the quarterly NWLS meeting in Ashland. What follows are the highlights of the meeting. Jeff will supplement the highlights with a more detailed email summary, post meeting.
  - a. The 2013 budget will NOT be reduced because of erate program changes.
  - b. The 5 year strategic plan was approved and passed.
  - c. Webinar attendance is disappointing, people indicate they'll participate, then don't; Pam interjected that there are now too many webinars.
  - d. \$37,000 was removed from the budget to serve as eBook collection development seed money; this comment created discussion about PICL eBook purchases and ownership/circ issues.
  - e. The user agreement between NWLS and the State has been signed.
  - f. The partnership agreements between each member library and NWLS have been updated and renewed (to remove maintenance of effort obligations).
- 2) Lower level development drawings/clean-up. Jeff has talked with Charley Sauter. He will do the CAD drawings for the Library within 30 days. The Custodian is requesting more judicious storage space utilization by the Art program and the Lionesses. The Lionesses are willing to procure shelving to help maximize the available space for development. October's art classes will be held in the basement space.

- 3) Patron email list development. Kay's computer crashed and the patron DB has been lost. She will recreate using Library and FOL data. Pam will ensure that voluntary signup lists are distributed at all programs.
- 4) Out of System use policy development. Tabled.
- 5) Library Marketing Campaign. Ongoing.
- 6) Art Program Funding. Book sale results have been submitted to Thrivent Financial in support of its grant. Once received, a contribution towards the Arts programs can be considered.  
[Is this correct??]
- 7) Book Sale. Next year's book sale will be June 29/30. Bob updated his report on the way in which the Marlborough MA public library supplements its' book sale revenues. The consensus was that the amount of work required to perform online Amazon.com sales would be more work than PI volunteers could support, but at the Board's request, Bob agreed to try and gather more information about the scanner and computer program the Marlborough library uses to identify and sell valuable books.

**Library Administrator's Report.** Upon Pam's arrival, the monthly circulation sheet was distributed and discussed. Pam explained that the blip in adult programs was due to summer art program attendance. Pam noted that the maintenance agreement for the copier paid for itself last month inasmuch as the copier failed due to a blown motor. Exterior lighting around the library and Town grounds isn't working. The Town has responsibility and will be notified. Pam will attend the Northwoods Librarian Conference in Minong WI in October to fulfill her CE obligation. Money is in the budget for her attendance at CE. Pam reminded the Board that it's important to schedule a Volunteer Recognition event before the seasonal summer resident helpers head south. Discussion followed. October 10<sup>th</sup> was tentatively calendared for a pizza party.

#### **NEW BUSINESS**

- 1) Discussion on comp time for August 19<sup>th</sup> for Library Director. Following discussion, it was agreed that any instances of extraordinary work week hours are to be addressed between the Board President and Library Director.
- 2) Elevator Status. Jeff discussed the outcome of his discussions with the Otis Elevator service representative regarding the premature "seal" failure. Notwithstanding the fact that seals normally last from three to five years and ours lasted one year, seals are not warranted. Failures may result from lack of use or excessive concrete dust. The Town will pay the \$1480.04 to replace both seals under its maintenance obligation.
- 3) 2013 Budget proposal, discussion and possible approval. Carol distributed a draft of a proposed budget, including a side by side comparison of prior year's budgets and an explanation of major changes. Jeff and Carol will meet with Chuck and then attend the Town's Budget hearing in October to present a Board approved Budget. In summary, the budget as drafted results in a \$1200 reduction from last year and a request that the Town provide support in the amount of \$43,000.00. Assuming the Town agrees, the Library budget will result in the Library expending \$12,000 of its surplus, leaving the Library out of compliance with its longstanding tradition of having three years of Library support dollars available for future use. Under this budget, the use of the \$12,000 of Library funds would leave the Library with less than two years of contributory funding remaining. Following discussion, Bob moved and Lynn seconded a motion to present the budget, as drafted, to the Town for consideration.

**Miscellaneous Board Business** – Pam reported that a Millennium system upgrade is scheduled for September 19<sup>th</sup>. Some libraries are closing, but PICL will remain open and utilize manual entry until the Millennium system is back online.

**Public comment** – None

**Next meeting date** – October 9, 2012 at 3 pm. NOTE TIME CHANGE

**Adjournment** – Upon proper motion and second, the meeting was adjourned at 4:59 pm.