

**PRESQUE ISLE COMMUNITY LIBRARY
BOARD OF TRUSTEE MEETING MINUTES
APRIL 9, 2013**

Roll call of members - The Board meeting was called to order by President Jeff Burke at 4:03 pm. Other members present included Chuck Hayes, Brian Derber, Kay Lorbiecki, Jackie Bassett, and Carol Stone with an excused absence for Robert Berdan. Director Pam Eschenbauch was also present.

Agenda Approval - As meeting agenda was not posted until the morning of 4/9/13. Therefore, actions were not taken at the meeting, including agenda approval.

Minutes Approval – Minutes of the March meeting were not formally approved as noted previously. Action will be taken at the next meeting.

Treasurer's Report – Carol distributed the April Treasurer's Report for March expenditures, including bills to be paid. Carol noted that the library received the NWLS Collection Grant contract for 2013 for the amount of \$1668 (last year's amount was \$1772). This amount was then entered on the budget sheet. The Treasurer will now transfer the 2013 PICL amount to the encumbered account in the amount of \$12,380.80. This will be reflected in next month's report. The Library also received a donation from Countryman's in the amount of \$60.00 and a matching fund donation in the amount of \$62.50 from Pfizer for the Esche donation. The Bills to be Paid amount for April was \$3,821.23. Also noted was that the savings account interest figure has changed to .4% at Headwaters State Bank.

Library Administrator's Report – Pam distributed and discussed the March circulation report. The top portion of the report is furnished by NWLS. Pam breaks these figures down in the lower portion of the report to provide additional information. In reviewing the Library's existing computers NWLS determined that only one computer needs to be replaced this year as all computers purchased through NWLS come with a 5-year warranty. Pam will obtain NWLS' acquisition records for our budget planning on computer replacement prior to budget deadlines.

OLD BUSINESS

- 1) Merlin/NWLS report. The Universal Service Fund by the telephone companies may be lowered or ended. That is our E-Rate reimbursement. State funding for the library budget will remain the same as currently stands. A figure of 57% of the grant requested for e-books has been approved at this time. On 4/13/13, there will be a Trustee Workshop in Ashland for all NWLS library trustees on Long-Range Planning.
- 2) Lower level development – review of updates. Boiler work was completed last week by Quality Heating in the lower level and the link made ready for the lower level renovation.
- 3) Out of system use policy development. Tabled to future meeting.

NEW BUSINESS

- 1) Memorial. The date of May 25, 2013 has been set for the memorial service for Kathy Trzesniak. There will be a service and a luncheon. The Mahjong group has requested approval to donate a stained glass piece for a window in the library in honor of Kathy. The Board will consider and notify them re its placement.

- 2) Setting up policy review schedule. Next month a copy of the Table of Contents of all policies will be distributed and a schedule set up for the review of policies.
- 3) Setting up Trustee Essentials review schedule. A review schedule will be determined next month for reviewing the Trustee Essentials.
- 4) Book sale preparation. Plans and schedules for the book sale will be discussed at May meeting.

Miscellaneous Board Business - For Chuck Hayes' 12 years of service as the Town Board liaison to the library, Board members expressed their appreciation and thanks to Chuck.

Public comment – None

Next meeting date – May 14, 2013 at 4 pm

Adjournment – Meeting adjourned at 5:24 pm.