

**PRESQUE ISLE COMMUNITY LIBRARY
BOARD OF TRUSTEE MEETING MINUTES
December 10, 2013**

Roll Call of Members - The Board meeting was called to order by President Jeff Burke at 4:02 pm. Other members present included Brian Derber, Kay Lorbiecki, Bob Berdan and Jackie Bassett. Library Director Pam Eschenbauch was also present, Adam Johnson was absent, as was Carol Stone, with prior notice and approval from President Burke.

Agenda Approval – On the motion of Jackie Bassett, with a second by Brian Derber, the meeting agenda was unanimously approved as drafted by Board President Jeff Burke, with the understanding that the closed session would follow the Treasurer’s Report.

Minute’s Approval – The minutes of the November meeting were unanimously approved, upon the motion of Brian Derber with a second by Jackie Bassett.

Treasurer’s Report –The December Treasurer’s Report for November expenditures, including bills to be paid, was distributed and discussed by Jeff Burke. Jeff noted the line item overages appearing in the accounts discussed last month, but observed that overall the Library will end the year under budget. Pam noted that the Laptop purchase price will come out of the Technology line item in next month’s report. The motion was made by Brian Derber, with a second by Kay Lorbiecki, to approve expenditures in the amount of \$3953.74, and the motion passed unanimously.

Library Administrator’s Performance Review committee- performance criteria – On the motion of Bob Berdan, with a second by Brian Derber, the Board moved to go into executive session for the purpose of hearing from the performance review committee about its criteria for reviewing the Library Administrator’s performance and to allow the committee to seek input from Board members on the Library Administrator’s performance. Following a 30 minute closed session, the Board unanimously agreed to return to open session and Pam Eschenbach was asked to rejoin the meeting

Library Administrator’s Report - Pam distributed and discussed the November circulation report. Pam also provided details about how the December Story time was administered and the plans for the upcoming Advent Walk. She indicated she is calendaring 2014 events where Community Center space is required, and this led to a discussion of the 2014 used book sale which will be held on the weekend of the PI Country fair. The FOL is not interested in managing the book sale, but their Amazon sales may reduce the number of books available at the sale. The Volunteer Party will be rescheduled for January 15th starting at 5:00 PM with pizza to arrive at 5:30. Pam also made recommendations for holiday hours which the Board accepted as appropriate. The Library will be closed Christmas and New Years eve, and on Christmas and New Years days. Finally, Pam indicated that the new laptop computer is loaded and ready for delivery.

OLD BUSINESS

1. Merlin/NWLS reports. Pam attended the most recent Merlin and Library director meetings. She was asked to serve on a committee and opted to serve on a youth committee in lieu of a new WPLC committee to consider eBook acquisitions. Pam indicated that NWLS would like all member libraries to be on a 3x per week delivery service, but five members have indicated a desire to remain at 2x per week. As a result, the cost per annum for 3 deliveries

per week will be \$667. This NWLS charge is not in the 2014 budget, so Carol's input will be sought re same, but the consensus was the moneys might logically be drawn from collection development accounts.

2. Lower level project status. Jeff and Bill plan to begin work in the lower level on December 12th.
3. Out of system use policy development-Tabled.
4. Policy reviews/discussion. Bob reviewed the current status of the Board's ongoing policy review efforts regarding the revised Privacy and Confidentiality Policy and Internet Use Agreement. Revised copies of same were distributed and are to be reviewed by Board members at their leisure and considered for approval at the January Board meeting.
5. Library Administrator's contract. Pam's 2014 contract was approved and signed by the Board and Pam at the meeting.

NEW BUSINESS

1. Board Member term Expirations. Board member terms expire at the end of a calendar year as follows: Bob 2013 (to be extended to 2016 upon Town approval); Jeff, Kaye, and Jackie 2014; Carol 2015; and Brian 2016. Jeff will explore getting one of the 2014 expirations extended 1 year to bring parity to term expirations.
2. Report by performance review committee- criteria for review. Conducted in closed session.
3. Art Display Hardware. Kaye reported that sufficient hardware has been located and Jeff will install same.
4. FOL. The FOL will be getting together on 12/11 to prepare and distribute their annual membership mailer, and to meet with Pam re book sale procedures. Jackie is not aware when the FOL's next scheduled business meeting will occur.
5. Geek Out. Kay learned of a program being conducted by the Ironwood library known as Geek the Library. Upon closer examination, she discovered that it is a national program sponsored by the Bill & Melinda Gates Foundation to raise awareness about libraries. 11 Wisconsin libraries are already participating. Kay has attended several webinars and has asked that a packet of materials be provided for Board review. This item will be discussed further at the Board's next meeting.

Miscellaneous Board Business – None.

Public comment – None

Next meeting date January 14, 2014, at 4 pm

Adjournment – Meeting adjourned at 5:21 pm.