

**Presque Isle Community Library  
Board of Trustees Minutes  
February 12, 2013**

The meeting was called to order at 4:02 pm by President Jeff Burke. Other members present were Carol Stone, Kay Lorbiecki, Chuck Hayes, Robert Berdan and Jackie Bassett. Unfortunately, Library Administrator Pam Eschenbauch was ill and unable to attend the meeting.

A motion was made by Chuck Hayes and seconded by Jackie Bassett to accept the agenda as modified by Chuck Hayes to add "process for annual evaluation" to item 5 in New Business. The motion passed unanimously.

Minutes for the January meeting were unanimously approved upon the motion of Carol Stone with a second by Kay Lorbiecki.

**Treasurer's Report.** Carol distributed the Treasurer's Report for February, including bills to be paid. Carol noted that County funds have been received in the same dollar amount as 2012. The amount of NWLS funding remains uncertain because of the new NWLS E-Book program. In response to a question from Jackie, Carol indicated that the first payment (in the amount of \$20.42) has been received from Book Prospector for the first month's sales of non-fiction titles. The Board agreed that such sale revenues should be tallied under Book Sales. Carol itemized the donations received to date, and Chuck Hayes indicated that he has the \$300.00 Lions' donation in hand. Monies received in memory of Kathy Trzesniak have not been deposited, pending a decision from the Board on an appropriate Memorial. Action on this issue is on hold pending a discussion with Leo Trzesniak. Carol will meet with Lorine later today to discuss accounting for employee fringe benefits. Salaries and collection acquisitions makes up the bulk of the bills to be paid; following their review, Chuck Hayes moved to pay the bills in the amount of \$5903.64. The motion was seconded by Jackie Bassett and passed unanimously.

**Library Administrator's Report.** Since Pam was ill, there was no Administrator Report this month. Jeff noted that Pam's email address has changed to: [pam@presqueisle.nwls.lib.wi.us](mailto:pam@presqueisle.nwls.lib.wi.us). The Irma Stein address will remain, but the new address is preferred.

**OLD BUSINESS-**

1. Merlin/NWLS reports. Jeff participated in the NWLS Webinar, but it was exclusively internal NWLS operational issues.
2. Lower level development/review of Pukall building material quotes. Jeff reviewed the seven page Pukall Lumber cost estimate for the lower level building materials. Excluding doors and room dividers (where there are options), the materials, including walls, ceiling and flooring will cost approximately \$7100.00 in a tax free purchase, and further discounts may apply if the materials are purchased by a contractor. Jeff had Pukall quote using steel rather than wood studs. The cost estimate excludes electrical and HVAC. Chuck reported that the Town has decided to move forward with a new boiler and this decision may impact the previously received Quality Heating estimate for lower level HVAC. Jeff will check anew with QH&AC re same. The Board discussed room divider options and the means to pay for same inasmuch as the Pukall estimate ranged between \$4700.00 and \$10,000.00. The Board also briefly discussed labor options and insurance considerations.

3. Out of System use policy development. In Pam's absence, Jeff shared an email Pam received from her list serve post regarding out of state usage fees. Jeff read a response Pam received from the Library in Superior. Superior charges Duluth residents \$20.00 per annum, and conversely, Deluth charges Superior residents \$46.00 per annum to access their Library. NWLS indicated that a non-resident Library card will not come with full access to NWLS services. Carol reminded the Board that Lorine's data calculated that PI residents contribute approximately \$36.00 per household for the operation of the Library, excluding debt service.
4. Library Marketing Campaign. Kay announced that the September Artist of the Month, Jeff Richter, will be interviewed on Channel 12's Live at 5. Artists Interactive, with Licia Johnson, will get similar air time this summer. Additionally, Channel 12 plans to send a film crew to cover the August Art Camp.
5. Final review and acceptance of the 2013 Administrator's contract; process for annual evaluation. Pam has signed her 2013 Contract, as presented, so Jeff circulated the Contract to ink the signatures of the Board members. The Contract, as signed, is identical to the 2012 Contract. Chuck Hayes and Kay Lorbiecki reported on their one hour wide ranging evaluative process meeting with Pam on January 28<sup>th</sup>. Chuck has drafted a written summary of the meeting, but he is in the process of circulating same to both Kay and Pam for their thoughts before the report is finalized. He suggested that once the report is fully agreed upon by Kay and Pam, then the Board should meet in closed session to accept and discuss the report. The Board agreed to this process and it was decided that there will be a closed session of the Board for personnel evaluative purposes either immediately before or during the next regularly scheduled Board meeting.

#### **NEW BUSINESS**

1. Replacement of Board Member/NLES Staff candidate. Following Jeff's discussion with the NLES Superintendent, Brent Jelinski, about Christine Wallace's inability to attend any Library Board meetings, Brent decided to appoint Brian Derber, a NLES Board member, in Christine's stead. Jeff and Brent will discuss ensuring that Christine is made aware of the change. Brian has been invited to the next monthly Board meeting by Jeff.
2. Memorial. Further discussion about a memorial for Kathy Trzesniak was tabled pending decisions by other groups and the declaration of wishes by Leo Trzesniak.

**Miscellaneous Board Business:** It was noted that Pam and Jim Battin have reached an understanding re his level of starting compensation.

**Public comment** – None

**Next meeting date** – March 12, 2013, 4:00 PM

**Adjournment** – Upon proper motion and second, the meeting was adjourned at 5:02 pm.