

**Presque Isle Community Library  
Board of Trustees Minutes  
January 8, 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. Library Administrator Pam Eschenbauch was also present.

A motion was made by Chuck Hayes and seconded by Jackie Bassett to accept the agenda as modified by President Burke to delete items 3 & 6 from Old Business in the original draft of the minutes. The motion passed unanimously.

Minutes for the December meeting and the January 2d special meeting were unanimously approved, upon the motion of Carol Stone with a second by Kay Lorbiecki.

**Treasurer's Report.** Carol distributed two Treasurer's Reports. The first report itemized December 2012 year end, and the second for January 2013, including January bills to be paid. On the yearend report, Carol drew the Board's attention to the budget balances remaining for carryover into CY 2013 and she explained that the \$16,866.94 spent by the Library in 2012 for its various collections was secured from PICL budget funds, FOL funds, the NWLS Collection grant, the Mead Witter Grant and a Crab Lake Association donation. Program expenditures were enhanced by patron donations in the amount of \$950.00, and the PI Fine Arts program received \$620 from donations and the Thrivent book sale match. The Friends of the PI Library donated \$5000.00 in 2012 with \$275 earmarked for programs. In recap, the Library returned \$16,202.08 to the Town in reimbursement and retains \$28,794.52 in encumbered funds, largely for lower level development. Following review of the January report, Chuck Hayes moved the January bills to be paid in the amount of \$3357.50. The motion was seconded by Kay Lorbiecki and passed unanimously.

**Library Administrator's Report.** Pam distributed the monthly circulation sheet, even though it contained some blanks due to missing NWLS inputs. Kay suggested that the corrected report should also include the Open House's headcount in Adult Programs rather than in Tuesday usage. Pam reported that she attended a webinar about Google drive cloud storage. She also indicated that she's experiencing some website maintenance issues as a result of Kathy's passing, but Kay volunteered to learn how to perform HTML uploads so as to be of assistance to Pam. Pam reported that Jim Battin began working as a paid assistant in the Library beginning in mid December, and that Jim continues to volunteer time in the Library over and above his paid hours as well. The Board discussed Pam's hiring, training and compensation of the new library assistant, and President Burke cautioned that although compensation awards are within Pam's discretion, she is constrained by the amount contained in the budget. Pam volunteered to speak further with Mike about the amount of his hourly wage.

**OLD BUSINESS-**

1. Merlin/NWLS report. Pam clarified how the NWLS funding of a system wide e-books collection and a downloadable audio collection is intended to work over the course of the next three years. The next webinar will provide greater details, but in summary, in 2013, NWLS will expend \$13000 from its budget for e-books. In 2014, NWLS will fund e-books at 80%, expecting member libraries to furnish the balance, or \$3000.00. The 20% that NWLS isn't providing will instead go towards the downloadable audio collection. In 2015, NWLS will reduce its

contribution for e-books to 33% and 67% of e-book costs are to be borne by member libraries. The savings to NWLS will again go into the downloadable audio collection. Jeff explained that there are 29 NWLS member libraries, and for the e-books collection to work, at least 14 members must contribute to build the collection through 2015. PICL has signaled its willingness to participate. It is understood that those members not contributing will not have access to the e-book collection. Jeff has been asked to participate in the NWLS executive's evaluation, but he declined pending additional time on the NWLS Board.

2. Lower level development/Quality Heating HVAC proposal. Jeff will be meeting with Pukall Lumber to procure cost estimates for the building materials based on the Sauter drawings.
3. Out of System use policy development. Pam discussed the idea of a policy with the NWLS Executive Director and he encouraged Pam to pose the question on the listserv. He believes Superior WI may have a similar issue due to its proximity to Duluth. NWLS plans to address this issue in the future.
4. Library Marketing Campaign. Kay announced that Jeff Richter will be the September Artist of the Month. His documentary movies on white deer will premier in PI on September 12<sup>th</sup> as part of the AOM recognition.
5. Book sale mechanics. Jackie has recently begun to use "Book Prospector" to sell some of the libraries surplus or donated non-fiction titles. She inputs the ISBN and the book's condition and Book Prospector makes an offer. If the price is acceptable, Book Prospector furnishes a pre-paid mailing label for shipment. A check for the month's aggregate sales will be remitted to the PICL. So far, so good, and Jackie has volunteered to spend time selling books each week. New fiction is selling well off the kiosk, and frequently returns for resale several times. Board members agreed to individually search for opportunities to sell older fiction using a procedure not unlike Book Prospector. It is believed that Amazon.com will buy back used books.

## **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 is rethinking the NLES appointee.
2. Election of Board Officers. On the motion of Chuck Hayes, with a second by both Jackie and Kay, the current officers were unanimously reelected to their current positions, to wit: Jeff Burke – President; Carol Stone – Treasurer; and Bob Berdan – Secretary.
3. Memorial. The Board again discussed various possibilities and options to honor and recognize the service and loss of Kathy Trzesniak. Further discussion was tabled pending decisions by other groups and the wishes of Leo.

**Miscellaneous Board Business** Our Wisconsin magazine has been donated to the Library by Mike Beno.

**Public comment** – None

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

**Adjournment** – Upon proper motion and second, the meeting was adjourned at 5:12 pm.