

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

Roll Call of Members - The Board meeting was called to order by President Jeff Burke at 4:08 pm. Other members present included Brian Derber, Kay Lorbiecki, Carol Stone, Bob Berdan and Jackie Bassett. Library Director Pam Eschenbauch was also present, Adam Johnson was absent.

Agenda Approval – On the motion of Brian Derber, with a second by Kay Lorbiecki, the meeting agenda was unanimously approved as drafted by Board President Burke with two additions, a FOL report, and a Lower Level expense report.

Minute’s Approval – Following the correction of the July meeting date, the minutes of the June meeting were unanimously approved, upon the motion of Carol Stone with a second by Kay Lorbiecki.

Treasurer’s Report –The July Treasurer’s Report for June expenditures, including bills to be paid, was distributed and discussed by Carol Stone. She noted that expenditures for Books, Videos and Audios are now being paid from NWLS Collection development funding. This is a line item in the budget where donation support would be helpful. Carol also drew the Board’s attention to amounts donated to the Library in memory of Shirley Harrison and Kathy Trzesniak, and \$400 from the Lionesses for programs. She also pointed out that cost of a bench for the Kathy Trzesniak memorial will be approximately \$1000.00; the Library has \$975.00 thus far in donations, and Leo has agreed to make up any shortfall. The Bills to be Paid amount for June is \$3466.81. Bob moved and Carol seconded a motion to approve expenditures in the amount of \$3466.81. The motion carried unanimously.

Library Administrator’s Report – Pam distributed and discussed the June circulation report, but she cautioned members that monthly totals may be suspect due to computer issues in the latter half of the month. The intermittent computer system problems will probably also impact July reporting as well, as they haven’t yet been rectified. NWLS believes a router to be the cause of the problem which requires a reboot and reentry of the last data entered into the system every time the system crashes. Pam discussed her current status in meeting her certification requirements. She needs 6 more credits in the current 5 year reporting cycle, and will secure same through upcoming webinars.

OLD BUSINESS

- 1) Merlin/NWLS reports. The next NWLS Board meeting is 7/20. Yesterday’s webinar concerned eBook contribution expectations from member libraries. Pl’s cost in 2014 for NWLS eBooks will be \$88.00, based on a formula utilizing past usage and Library size.
- 2) Lower level development status– expense reporting. Carol indicated that Lorine will create a separate account to distribute construction expenditures. Thus far, \$750.00 has been expended for building materials which are stored on site. Construction has not commenced. The elevator was serviced and inspected after the extensive use before and after the annual book sale.
- 3) Out of system use policy development-service charge. Tabled to a future meeting, but it was reported that the Michigan penal funds have been placed in escrow

- 4) Book Sale results/suggestions/discussion. \$1243.50 was netted from the annual book sale after seed money was returned to petty cash. The consensus was that foot traffic was down, but profit was up, probably due to having increased the cost of hard cover books. More signage near Thoma's re the sale was discussed so Street fair attendees are aware of the sale. All computer components were sold to a single buyer. Jeff suggested taking in and selling music CDs as an easy to increase profits. Jackie discussed the steps taken and to be taken to distribute unsold books. Pam suggested increasing the cost of hardcover books next year to \$2.00, and suggested asking the FOL to assume responsibility for the sale as a mission focused community service project. On the motion of Jackie, with a second by Kay, following discussion, use of the book sale's profit to support additional book purchases was approved.
- 5) Policy reviews/discussion. The Internet Use Policy and the Privacy and Confidentiality Policy as distributed are to be reviewed and considered at the August meeting. Pam is to assemble and distribute all other existing policies for consideration at the September meeting.

NEW BUSINESS

- 1) Budget development discussion - preliminary. Jeff indicated that in August a committee will be appointed of 3 Board members to work with Pam on the creation of a 2014 Budget. He expects the total dollars will need to be about the same, but we are likely to receive less money from NWLS and the Town. This means the shortfall must be made up in donations. The Budget is approved annually by the Town in October.
- 2) FOL report. The FOL met immediately prior to the Board meeting and three Board members attended the meeting in addition to Pam. Discussion followed about the new members, and the energy and enthusiasm of the reconstituted FOL. Jackie discussed the new slate of FOL officers and how the FOL seems to be interested in advocacy in addition to its more traditional fund raising role. The Friends has agreed to take the Library's collection development needs under advisement. To facilitate the interest of the Friends in advocacy, inviting their participation in NWLS webinars was discussed.

Miscellaneous Board Business - None

Public comment – None

Next meeting date – August 13, 2013 at 4 pm

Adjournment – Meeting adjourned at 5:13 pm.