

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

**Roll call of members** - The meeting was called to order at 4:00 pm by President Jeff Burke. Other members present were Carol Stone, Kay Lorbiecki, Chuck Hayes, Robert Berdan, Jackie Bassett and new Board member Brian Derber who was welcomed and greeted by the other Board members.

**Agenda Approval** - A motion was made by Bob Berdan and seconded by Carol Stone to accept the agenda as prepared by President Burke. The motion passed unanimously.

**Adjourn to closed session for performance evaluation discussion** - After moving the Board into closed session for the purpose of personnel evaluation, Chuck Hayes distributed copies of the agreed upon notes documenting Pam's annual performance review. Chuck and Kay further discussed the numbered items contained in the notes, and the Board asked questions re process, future evaluations and employment contracts. Following the discussion, the Board moved to return to open session at 4:24 pm and Library Administrator, Pam Eschenbauch, was invited to join the meeting.

**Minutes Approval** - Upon the motion of Jackie Bassett with a second by Carol Stone, minutes of the February meeting were unanimously approved, after a suggested change was proposed by Jeff re Pam's email addresses.

**Treasurer's Report** - Carol distributed the March Treasurer's Report for February expenditures, including bills to be paid. Carol noted that the Elan credit card bill was partially recategorized from books to supplies in the amount of \$45.44. Carol next reviewed the various categories of the report for the benefit of Brian, and Jeff indicated that the system of making payments through the Town's books is per State Statutes. Following the discussion, Chuck Hayes moved to pay the March bills in the amount of \$4060.77. The motion was seconded by Jackie Bassett and passed unanimously.

**Library Administrator's Report.** Pam distributed and discussed the February circulation report, after correcting the inter library loan data and totals. She also distributed copies of the Public Library Annual Report, highlighting the revenue and cost entries for the benefit of the new Board member. Pam also apprised the Board of an offer to donate a TV/VHS player combo, which offer the Board decided to decline due to space/storage considerations. Pam next discussed the need to replace several of the library's oldest computers. The Library has 12 computers, nine of which are public, and three of which are dedicated to staff usage. All operate on Windows XP which will no longer be supported by Microsoft after 2014. NWLS annually does a group bulk computer purchase from Dell. This year, the discounted NWLS per unit price is \$699.40, without monitors. Carol indicated that the budget includes monies, including unspent monies from 2012, for the acquisition of up to three new computers in 2013. Brian inquired about what is done with the old computers and Jeff and Pam explained that they are sold at the annual book sale. Pam was asked to create a list of each computer's age in order to create and maintain an annual inventory rotation schedule, recognizing also that in 2014 operating systems will also have to be upgraded to Windows 7 for all machines not otherwise replaced in 2013 or 2014. Upon the motion of Jackie with a second by Kay, the Board authorized Pam to order either two or three computers, without new monitors, using 5 years as the turnover guideline.

## OLD BUSINESS

1. Merlin/NWLS reports. Pam attended both meetings. She discussed the issue of Merlin's Sierra software licensing, and how Presque Isle manages the two licenses it maintains on the three staff computers. Pam also distributed the discussion points from the NWLS Director's meeting, including a table created by Jim Trojanowski of the various member libraries costs per circulation and per capita. This data created much discussion relative to accuracy and consistency of information as between member libraries. Jeff and Pam both agreed to probe further with NWLS re same. Importantly, the data in the NWLS report differs significantly from the per capita cost data developed by Lorine Walters and Carol Stone in conjunction with the consideration of out of system usage charges, so Carol too will try to understand the bases for the NWLS data re Presque Isle's costs.
2. Lower level development/review of update/changes re HVAC options. Jeff brought Brian up to speed re the status of development in the lower level. Since the Town is having a new boiler installed next week, Jeff advised the Board that he's discussed how the new boiler might impact cost savings re HVAC for the eventual lower level development. In response to his inquiry, Quality Heating indicated that installing a new zone extension (for the basement rooms) next week will avoid the expense of future system drainage and shut down once construction is commenced. On the motion of Carol, with a second by Kay, the Board unanimously agreed that doing the new zone work now is a prudent step even though the savings is minimal (\$250). Next month the Board will discuss ordering materials and identifying volunteers for rough framing.
3. Out of System use policy development. Out of state library usage is less than it has been. Whether this is due to the opening of the Marenisco library is an unknown.
4. Library Marketing Campaign. Ongoing.

## NEW BUSINESS

1. Memorial. Several ideas for a memorial for Kathy Trzesniak are now being discussed by other groups, and Leo Trzesniak is considering a memorial service in either May or June at which time a memorial might be appropriate.

**Miscellaneous Board Business:** Pam will be taking time off for the birth of a grandchild. Staffing has been arranged to cover her absence.

**Public comment** – None

**Next meeting date** – April 9, 2013, 4:00 PM

**Adjournment** – Upon proper motion by Bob and a second by Jackie, the meeting was adjourned at 5:31 pm.