

**PRESQUE ISLE COMMUNITY LIBRARY  
BOARD OF TRUSTEE MEETING MINUTES  
May 14, 2013**

**Roll call of members** - The Board meeting was called to order by President Jeff Burke at 4:00 pm. Other members present included Brian Derber, Kay Lorbiecki, Jackie Bassett, and Bob Berdan, with an excused absence for Carol Stone. Newly appointed Town Board liaison, Adam Johnson was also present, along with Library Director Pam Eschenbauch.

**Agenda Approval** – On the motion of Bob Berdan with a second by Jackie Bassett, the meeting agenda was unanimously approved as drafted by Board President Burke.

**Minutes Approval** – Minutes of the March meeting were formally approved, upon the motion of Brian Derber with a second by Kay Lorbiecki. Copies of the minutes for the April 9, 2013 meeting were distributed, read and approved as drafted. The motion to approve same passed unanimously on the motion of Brian Derber with a second by Jackie Bassett.

**Treasurer's Report** –The April Treasurer's Report for March expenditures, including bills to be paid, which was reviewed by the Board at the April meeting, was unanimously approved on the motion of Jackie, with a second by Kay. Jeff distributed Carol's May report in her absence. At Carol's request, Jeff noted that \$12,380.80 was transferred from encumbered reserves to the 2013 Budget to fill out the balance of the revenue needs for the operation of the Library this calendar year. It was also noted that April book sales were \$40.05, and donations received YTD have been transferred into unbudgeted income. The Bills to be Paid amount for May is \$4446.83. Bob moved and Jackie seconded a motion to approve expenditures in the amount of \$4446.83. The motion carried unanimously.

**Library Administrator's Report** – Pam distributed and discussed the April circulation report. She called the Board's attention to the growth in e-media distribution, and the decline in DVD usage, observing that the drop is likely due to the penetration of Netflix. Out of state circulation continues to decline, likely the result of the new Library in Marenisco. Pam is in the process of weeding books from the collection that are without any circulation within the last 5 years, mostly non-fiction titles. This revelation stimulated much discussion about the elimination of titles, and the existence of Merlin's "last copy" policy. Pam also reported that collection development dollars from NWLS in the amount of \$1668 have been received. Within the past month, Pam has participated in webinars on Middle School reluctant readers and using displays as a draw to encourage readership. Pam has decided to continue movie night through the summer, observing that it is little trouble to start the projector irrespective of the number of attendees. Pam also reminded Board members of the Memorial observance for Kathy Trzesniak on May 25<sup>th</sup> at 11:00 am. To facilitate attendance by all who knew and miss Kathy, Pam suggested that the Library be closed that day, and Board members indicated concurrence. Pam reported that in memory of Kathy the Library will purchase a large brick for the front walkway, and that donations will be solicited at the Memorial observance to procure a bench in memory of Kathy which will be located on the nature trail. Pam encouraged everyone to look at the stained glass panel installed in the Library's center glass window. The stained glass was made by Eric Koster and donated by the Mahjong group in memory of Kathy's love of games and work with the community.

## **OLD BUSINESS**

- 1) Merlin/NWLS report. Jeff will be unable to attend this month's meeting due to his volunteer work at the Walleye Tournament. Pam's meeting is on 5/23.
- 2) Lower level development – review of updates. For the benefit of Adam Johnson, Jeff reviewed the current status of the lower level development project, i.e. 3D drawings done, and construction material costs and HVAC costs estimated. Work can begin and Bill Newel is ready willing and able to assist. Jeff indicated other carpenters have also agreed to volunteer time to help. Jeff and Adam explained insurance availability for volunteers in the Town in response to a question regarding same.
- 3) Out of system use policy development. Tabled to future meeting.

## **NEW BUSINESS**

- 1) Setting up policy review schedule. Tabled until next month; Jeff will assemble and distribute the existing policies for review.
- 2) Setting up Trustee Essentials review schedule. Creating a review schedule to review the Trustee Essentials was tabled.

**Miscellaneous Board Business - Kay** expressed concerns about Building security, and Pam agreed to address same with Town employees.

**Public comment** – None

**Next meeting date** – June 11, 2013 at 4 pm

**Adjournment** – Meeting adjourned at 5:05 pm.