

**PRESQUE ISLE COMMUNITY LIBRARY
BOARD OF TRUSTEE MEETING MINUTES
September 10, 2013**

Roll Call of Members - The Board meeting was called to order by President Jeff Burke at 4:03 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 Bob Berdan, with a second by Jackie Bassett, the meeting agenda was unanimously approved as drafted by Board President.

Minute's Approval – Following a book sale profit allocation correction, the minutes of the July meeting were unanimously approved, upon the motion of Brian Derber with a second by Kay Lorbiecki.

Treasurer's Report –The September Treasurer's Report for August expenditures, including bills to be paid, was distributed and discussed by Carol Stone. She noted that expenditures for Books, Videos and Audios appear to be over budget, but in actuality, monies from the book sale and donations earmarked for portions of the collection from the Crab Lake Association and Haase memorial are available and are also being used for collection development funding. Carol also drew the Board's attention to petty cash at \$621. The balance includes dollars received for patron made copies and fines. In response to Board member questions, Carol indicated that the Amazon account of \$1905 since inception is not earmarked; that \$956 is available for technology purposes (which if unexpended at year end will carry over to 2014); and the line item "Town paid unbudgeted" is primarily for the purchases of pavers, but the item also from time to time includes expenses charged to the Library which are in actuality Town expenses before reconciliation. As a result of the Q & A re the technology account balance, the Board concurred with Pam's decision, at Jim's recommendation, to secure site licenses for the installation of *Office 2013* for the public access computers. The cost will be \$288.00 from the vender Tech Soup. The motion was made by Brian Derber, with a second by Carol Stone and the motion passed unanimously. President Burke requested Pam to be prepared at the next meeting to speak to the cost of site licenses to also install *Office 2013* on the staff computers to assure software compatibility. Brian Derber moved and Kay Lorbiecki seconded a motion to approve expenditures in the amount of \$3724.58. The motion carried unanimously.

Library Administrator's Report – Pam announced that she has earned her Library Administrator recertification, and is duly licensed for another 5 years. She also reported that the Kathy Trzesniak memorial bench has been ordered. It will be delivered by UPS with some assembly required. Pam distributed and discussed the August circulation report. Usage is down significantly from both last year and last month. Other libraries are reporting similar statistics. NWLS member speculate that e-books and Netflix are two likely reasons for the declines. Pam also observed that the spike in adult program attendance is the result of the successful art camp and fine arts show. Pam also announced that: the Wisconsin Valley Library Assn. (Wausau area) is proposing to merge with NWLS to effectuate the previously discussed consolidation requirement. Any such merger wouldn't occur until 2015. At the last Merlin meeting, Pam learned the following: Merlin is insisting upon a single bar code per patron (accordingly, PI has purged its records of all duplicates); a new cataloging policy is being implemented; ecommerce is now available for library adoption to facilitate credit card transactions by patrons. Pam indicated that the costs outweigh the benefits for PI. At Pam's most recent Director's meeting, courier services between libraries were discussed. PI currently pays for pick-ups/deliveries three times per week. Other libraries run the gamut between 2xs to 5 xs per week. Continuation of 3xs per week works

well for PI. Pam announced that in 2014 NWLS will subsidize bandwidth improvements and router replacements. Jeff indicated that PI currently has a bandwidth of 1.5 Mb, and inquired whether the NWLS subsidized surcharge of \$360 will bring PI to the 3.0 Mb minimum that Nicolet College is seeking. Pam will check and respond. Finally, Pam indicated that she plans to attend the FOL meeting on 9/19 and the ADA meeting at NWLS on 9/17. In response to a question, Pam indicated that she has secured the aid of a website developer/maintainer to assist with updating the PICL website. Kaye and Jeff are going to provide Pam with website wants/needs, and Pam is thereafter to secure the requisite information to make updates/changes as needed.

OLD BUSINESS

- 1) Merlin/NWLS reports. Jeff attended the NWLS Board meeting on 8/21. Pending grant applications were discussed. The largest grant, \$23000, is for technology expansion, online ancestry updates, Worldcat access, Career accelerator, Merlin catalog enhancements, and staff training. Additionally, \$15000 is requested to tie courier services between regional support associations, and smaller grant applications are also pending for expanded e-content and early literary services expansions.
- 2) Lower level development - status expense acct./work progress. The Town does not plan to create a separate account for lower level development. Work has been halted due to medical restrictions impacting both volunteers. Hopefully work will resume this fall, otherwise paid contractor options will be explored this winter.
- 3) Out of system use policy development-service charge. Tabled to a future meeting, but it was reported that the Michigan penal funds have now been earmarked for the Marenisco library. Pi's out of State usage has declined.
- 4) Policy reviews/discussion. The Meeting Rooms/Areas Policy and Internet Use Policy as revised were presented for Board approval. On the motions of Carol Stone and seconds of Kay Lorbiecki, each policy was unanimously approved as presented. Final copies, as approved, are attached to these minutes. It was unanimously agreed to rescind the January 15, 2008 Internet Use Policy on the motion of Carol Stone and second of Brian Derber. A revised Privacy and Confidentiality Policy and Internet Use Agreement were presented for Board consideration. These two policies will be brought back to the Board at its November meeting for adoption. In the interim, Pam is to update (if necessary) and attach the employee/volunteer confidentiality form to the Privacy and Confidentiality Policy and she is to assemble and distribute all other existing policies for review and consideration.

NEW BUSINESS

- 1) Budget development discussion - preliminary. Carol and Bob, as the ad hoc budget preparation committee meeting attendees, met with Pam and created a draft 2014 budget which Carol distributed and discussed in detail with the Board. Jeff then explained the process for securing Town approval. In summary, the Budget proposal of \$60,900 represents less than a 2% increase over 2013, assuming a 3% salary increase for the Library Director to maintain parity with expected Town compensation increases, and a \$44,290 contribution from the Town. Carol will prepare bullet points for Jeff to use when presenting

the proposed Library Budget at the Town's budget hearing. On the motion of Bob Berdan and second of Jackie Bassett, the Board unanimously approved a proposed budget of \$60,900 with a request for Town outlay of \$44,290.00. The budget as proposed assumes County and NWLS revenues at the same level as 2013, and use of \$12038.00 of the Libraries unencumbered equity. Final revenue numbers from the County and NWLS are not available until much later in the year.

- 2) FOL report. Jackie Basset remains the FOL liaison. The FOL will meet on 9/19. Pam and Carol will also attend. FOL has asked for input from the Library Board on how to best assist the Library with its mission, and it was agreed that Pam and Carol will request FOL support two main ways: 1) donation of ongoing collection development dollars, because budgetary restrictions have capped expenditures in this account at less than what the Library Board believes is necessary to maintain a vibrant Library and 2) assumption of the planning and management responsibilities for the annual book sale.

Miscellaneous Board Business – Brian Derber encouraged the Library to resume its computer classes. Bob Berdan announced he will not be available to attend the October Board meeting.

Public comment – None

Next meeting date – October 8, 2013, at 4 pm

Adjournment – Meeting adjourned at 5:29 pm.