

**PRESQUE ISLE COMMUNITY LIBRARY
BOARD OF TRUSTEE MEETING MINUTES
April 8, 2014**

Roll Call of Members - The Board meeting was called to order by President Jeff Burke at 4:03 pm. Other members present included Jackie Bassett, Adam Johnson, Bob Berdan, Brian Derber and Carol Stone. Kay Lorbiecki was excused. Library Director Pam Eschenbauch was also present.

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 Jeff Burke.

Minute's Approval – The March meeting minutes were unanimously approved, upon the motion of Brian Derber, with a second by Carol Stone following a minor change to the lower level status report as suggested by President Jeff Burke.

Treasurer's Report – Carol distributed her 2014 April Report for March Expenses and the April 2014 bills to be paid. Carol noted that first quarter interest earnings have been posted and Amazon sales credits were exceptionally strong this month at \$113.88. Carol asked Pam to ensure that postage receipts contain the expense amount to facilitate Petty Cash reconciliation. It was also observed that Bills Payable for April includes the expense for the 3 new computers. Pam noted that the computers are at NWLS for software installation. Jeff suggested that any remaining machines still using Windows XP be shut off due to security concerns. The motion was made by Jackie Bassett, with a second by Brian Derber, to approve expenditures in the amount of \$6282.90, and the motion passed unanimously.

Library Administrator's Report - Pam distributed the March circulation report, but same was not complete due to a staff absence at NWLS. The locally compiled data remains strong, although Pam indicated many smaller NWLS member libraries are experiencing circulation declines. Pam's counterparts speculate the reason is eBooks. Pam will provide two months of complete data at the next Board meeting. She also announced that she has not yet taken the NC vacation she announced at the prior Board meeting, but she plans to do so this month. Pam reported that she continues to be quite busy with WIN committee work, although most of the committees meet via Webinar. Pam and Jeff both shared that the next step in the WIN consolidation planning is likely to occur at a May meeting in Ladysmith when all 99 WIN member libraries will meet face to face to authorize the consolidation and implementation of the resultant economies of scale. In advance of that meeting, each region will pre-meet to bless the consolidation concept. The Merlin member libraries will meet via Webinar on April 29th. Governance of the consolidated entity remains the hot topic. Debate about the relative benefits of 1 Library/1 vote versus a Budget size representation alternative is ongoing, and a "federal" system is also under consideration as a means of bridging the chasm. Pam also shared that she now has mail slots for each Board member inside her office.

OLD BUSINESS

1. Merlin/NWLS reports. (See the Library Administrator's report for detail re WIN). In addition to the Merlin WIN meeting on April 29th, Pam will attend an onsite NWLS meeting in Ashland on April 24th.

2. Lower level Project Status. Bill and Jeff have now completed the soffit framing, and added the third door frame which was discussed at last month's meeting. Drywall installation cannot be started until the electrician relocates electrical outlets.

NEW BUSINESS

1. Administrator performance review report. Kay and Brian were thanked for the detailed report they generated with Pam's assistance. Having had time to review the report, Board discussion followed about that portion of the Report dedicated to Pam's attendance at Organization Meetings. Jeff urged, and Pam agreed, that her attendance at the 2014 Wisconsin Library Association convention in the Wisconsin Dells was a good idea. It was agreed by all that annual performance reviews are good for both the Board and Pam, but it was also suggested that this year's performance review be conducted prior to budgeting.
2. Mission Statement Review. Pam was congratulated for encouraging the Board, as part of her annual review, to re-review the Mission Statement for the Library to ensure it is consistent with current expectations of the Board. At President Burke's suggestion, each Board member spoke about their feelings about the current Library mission statement, and Bob agreed to consolidate the thoughts into an updated PICL Mission Statement for consideration at next month's meeting. Pam agreed with the Board's consensus that the mission statement needn't speak to any special emphases or aspirations. The proposed statement is to be a concise one paragraph declaration of what the Library does.
3. Policy review/approval. Bob distributed yet another revised Meeting Rooms Policy reflecting procedures for meeting room use as contained in the McCormick County Library Policy distributed last month for discussion purposes. Bob's new redraft included concepts proposed by Kay and agreed to by the Board for shortening the Policy, separating "rules" from "policy," and attaching the rules to the reverse side of an Application Form designed to reserve meeting rooms. Bob asked all Board members to review the redrafted Policy, rules and form, all of which will be considered at next month's Board meeting.
4. FOL. Jackie and Carol noted that the next FOL meeting is May 6th. The save the date mailing for the Sweets and Sundaes on Wednesday fund raiser for the lower level scheduled for July 2d has not yet been finalized, but the mailing will go out soon.
5. Expense issue categories for lower level completion. Jeff provided Carol with a series of estimated costs to complete and furnish the lower level for use by the FOL in its planning for their fund raiser. Included were estimates for the full height acoustical room divider (\$8069); drywall (\$2000); ceiling (\$2000); flooring (\$7000 - labor and materials); and lighting (\$1800). The estimate also listed anticipated equipment and furniture, all of which still needs to be selected.

Miscellaneous Board Business – None.

Public comment – None

Next meeting date -May 13, 2014, at 4 pm

Adjournment – Meeting adjourned at 5:02 pm.