

PRESQUE ISLE COMMUNITY LIBRARY
BOARD OF TRUSTEE MEETING MINUTES
August 12, 2014

Roll Call of Members – The Board meeting was called to order by President Jeff Burke at 3:02 PM. Board members present were: Jeff Burke, Jackie Bassett, Bob Berdan, and Carol Stone. Library Director Pam Eschenbauch was excused. Also absent were: Kay Lorbiecki, Brian Derber and Adam Johnson.

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

Minute's Approval – The July meeting minutes were unanimously approved, upon the motion of Carol Stone, with a second by Jackie Bassett.

Treasurer's Report – Carol distributed the 2014 August Report for July Expenses and the August 2014 bills to be paid. Carol noted the NWLS Collection account must be fully expended before 8/31 to facilitate NWLS annual accounting. Accordingly, materials expenditures for August were applied first against the NWLS collection account, then against the Books, Videos, audios account. Carol also directed the Board's attention to \$1550 of donations received for July, consisting of the Lions/Lioness donations, plus three individual checks of \$50.00 or more dollars. Finally, Carol indicated that she transferred \$12,236.23 to the encumbered passbook account from unencumbered funds to reflect the full amount of encumbered dollars contained in the 2014 budget. A motion was made by Bob Berdan, with a second by Jackie Bassett, to approve expenditures for August in the amount of \$4210.01, and the motion passed unanimously.

Library Administrator's Report – In Pam's absence, Carol passed out the July Circulation report and she called attention to a repeat of July over June circulation increases consistent with the prior year's results. Carol also discussed Pam's success in dealing with Royal House to get the pending brick order processed. Pam has an email and cell phone contact and assurances that Royal House wants to retain the business and a promise that the pending order's engraving is complete and is to be shipped shortly. Based on the assurances and personal contact, Pam has not sought alternative sourcing. Finally Carol advised that Pam has verified that patron requests for materials from WISCAT directly may be accomplished by patrons who hold active library cards going to the PI Library webpage, and then clicking on patron WISCAT access in the upper right hand corner of the home page.

OLD BUSINESS

1. Merlin/NWLS reports. Jeff participated in a webinar two weeks ago. At that time, NWLS was awaiting the WIN merger outcome.
2. Lower Level Project Status – air handling bids. The Town hasn't yet acted on the Badger Heating and Air Conditioning bid of \$6300, less a \$200 cash pre-pay discount as approved at last month's Library Board meeting, and is not currently moving to retain Badger for ongoing maintenance services. In the interim, a third bid from Roger's Controls, out of Eagle River, has been received. The Roger's bid of \$3900 is for heating and air handling, using the existing boiler and air handling unit. Moreover the bidder suggests a separate compressor for AC is unnecessary for the basement space. Following considerable discussion, the Board decided

NOT to move forward with any bid at this time pending further input from the Town (so as not to have multiple vendors) and hopefully a third party assessment from a contractor not otherwise involved with the bidding process (TBD) to recommend what is necessary for efficient climate control in the basement classroom space.

NEW BUSINESS

1. Policy review/approval – Bob Berdan distributed copies of four policies last reviewed and approved in 2008. The policies are: Display and Exhibits Policy, Public Notice Bulletin Board Policy, Presque Isle Community Library Off-Hour Use Policy, and the Disaster and Emergency Policy. Bob ask Board members to review the existing policies and come prepared at the September meeting to discuss any necessary changes or additions/deletions to same.
2. FOL. Jackie reported on the bottom line financial results for the ice cream social. After expenses, the social raised \$3578.92, less than many hoped, but nevertheless a fine outcome. More money may come if the ice cream freezer is sold or traded. Jackie also mentioned that Amazon book sales are proceeding under Pam Whipple’s supervision and a monthly meeting time has been fixed: the 1st Tuesday of the month at 2:00 PM. The 2014/15 Officers are: Kathy Sprester President, Elaine Kuenl Vice President, Carmen Farwell Secretary, and Ronie Jacobson Treasurer.
3. Bathroom Bid Process. Two bids have now been received, one from Howard Brothers, and one from Dumask Plumbing. Both are to cut a drain and run piping to the existing septic, and to repave then install fixtures for a bath and mini kitchen. Costs vary by approximately \$3000. Questions remain re septic adequacy, necessary permits and Town approval. Carol will meet with Town officials and this issue will be discussed and considered further next month.
4. WISCAT Share It patron acct setup. See the Library Director’s report, above.
5. Sourcing for Memorial Bricks. See the Library Director’s report, above.
6. Miscellaneous Board business. Bob Berdan raised three issues. First, he distributed a checkout counter “wish list” successfully used by the Brown Deer Wisconsin Library to solicit patron donations. The consensus was a similar approach might be adopted in Presque Isle, particularly in light of the basement classroom furnishing needs. Bob will discuss with Pam. Second, Bob asked about restoring the 4:00 PM meeting time, if possible, in lieu of 3:00 PM. Those present concurred with the caveat that meetings would need to conclude by 5:00 PM. Finally, Bob indicated disappointment in the lack of time and information available about the WIN merger decision process. Considerable discussion followed.

Public comment - None

Next meeting date – September 9, 2014 at 4:00 PM.

Adjournment -Meeting adjourned at 4:24 pm.

