

**PRESQUE ISLE COMMUNITY LIBRARY**  
**BOARD OF TRUSTEE MEETING MINUTES**  
**December 9, 2014**

**Roll Call of Members** – The Board meeting was called to order by President Jeff Burke at 4:03 pm. All Board members were present. Library Director Pam Eschenbauch was also present.

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

**Minute's Approval** -The minutes of the November 18, 2014 meeting were unanimously approved upon the motion of Carol Stone with a second by Kay Lorbiecki.

**Treasurer's Report** – Carol distributed the 2014 December Report for November Expenses and the December bills to be paid. Carol called the Board's attention to the Capital Improvements, Technology line item. This month Pam ordered two additional replacement computers, in keeping with the NWLS five year replacement schedule, putting the aforesaid line item over budget by approximately \$1500. Carol assured the Board that prior year's unspent technology funds will cover the shortfall. She further explained that the Town Paid Unbudgeted will be reimbursed with FOL donations earmarked for Library materials as part of the yearend reconciliation that Carol annually accomplishes with Town Clerk Lorine Walters. Finally, Carol pointed to the Ongoing Book Sale monies in Unbudgeted Income. Carol advised that this line item will disappear in 2015 because the FOL is to assume responsibility for all aspects of book selling going forward. Jackie Basset acknowledged that same is the FOL expectation. To support the FOL efforts, Carol moved and Jackie seconded a motion to transfer ongoing book sale responsibilities to the FOL effective 1/1/15. The motion carried unanimously. Finally Carol advised that as part of her yearend reconciliation with Lorine, the fringe benefit entries will be synchronized and all reimbursement monies due from PICL to the Town will be paid by cashier's check. Upon a motion by Bob Berdan, seconded by Kay Lorbiecki, bills to be paid in December were unanimously approved in the amount of \$5649.43.

**Library Administrator's Report** – Pam noted that the Mead Witter \$5000 grant money broadly available for Library circulation materials hasn't yet arrived, but she expects it before year end. She passed out the November Circulation report and noted that circulation numbers are slightly down year over year. She speculated that due to weather, many snow birds flew the coop earlier this year. Pam indicated that computer usage numbers are reported inconsistently by volunteers. Pam records a user's 3 hour session (possible if no one is waiting for a machine) as 6 ½ hour segments. She fears not all volunteers count the same and counsels one on one to try to achieve consistent counting protocols. She also discussed similar count issues with magazines. Back issues may be checked out, but no count occurs for current issue utilization. Discussion followed re ways to get a more precise magazine usage count. Pam reminded the Board of the Libraries role in the Community wide Advent walk on 12/19.

## **NEW BUSINESS**

In the interest of time, because two members had to leave at 5:00 PM, President Burke adjusted the Agenda to facilitate full Board participation in the Library Administrator Annual Review. Therefore, at 4:22 PM, Bob Berdan moved that the Board enter Executive Closed session for the purpose of discussing the Library Administrator's annual performance evaluation. After a second by Carol Stone, the motion carried unanimously, and Pam was excused from the meeting during the closed session. Following a full discussion of the 5 page written evaluation prepared following the performance review discussion conducted by Kay Lorbiecki and Brian Derber with Pam on October 28, 2014, the Board returned to open session at 4:45 PM. Pam was asked to rejoin the meeting. The Board, through Board spokesperson Kay Lorbiecki, thanked Pam for another fine year. She observed how well the Library operates under Pam's leadership and direction, but encouraged her to be more assertive and proactive with a key component of her Library volunteers, e.g. the Board of Trustees. Thereafter, Pam and the Board evaluation committee members executed and signed Pam's evaluation and Pam and the Board signed her 2015 Contract. Brian and Adam left the meeting thereafter at approximately 5:00 PM, and the remaining quorum returned to the balance of the agenda.

## **OLD BUSINESS**

**1. Merlin/NWLS reports.** Neither Pam nor Jeff had anything to report. Jeff indicated that notwithstanding his retirement from the PICL Board he was willing to stay on for the balance of his appointment on the NWLS Board. He indicated that he will provide reports to Pam and Board members re upcoming meetings.

**2. Lower Level Project Status.** Jeff reported that some of the electrical work has been done by Rogers Control Inc. but Jeff is awaiting their response to his request that they also quote on the necessary work in the non classroom common areas. Jeff will distribute their quote to the Board upon receipt. He expects same well before the January Board meeting. Jeff indicated that going forward he will continue to provide volunteer services to help finish the lower level work, but he will not make decisions for the Board about the project. To move towards completion, a drywall contractor will need to be retained, as well as decisions on the additional electrical work, ceiling work and non classroom framing. Kay inquired re a completion timeline; same needs to be established by the Board.

## **NEW BUSINESS**

**1. Storage Space Plans Review.** Pam will work with Pam Whipple to nail down the space and shelving requirements for the FOL Book sales.

**2. FOL.** The FOL has mailed out their annual year end solicitation and responses are arriving. No formal meeting this month. Next month's meeting is January 6<sup>th</sup>. Carol and Kathy Sprester will be meeting before yearend to discuss the yearend FOL donation and whether same will be encumbered or not. Pam suggested some possible uses for donations.

**3. Donation Box.** Pam displayed prototypes and the Board suggested she think bigger. Following discussion, the Board urged Pam to blue sky on a wish list and display the list and the box before yearend.

**4. Trustee position interview status.** Bob indicated that the Board has received another applicant, but there isn't a vacancy any longer as Jackie has agreed to serve another term. Kay will communicate same to the applicant when the applicant returns to Presque Isle in January. Jeff indicated that the Town appointed Mike Czarny to fill the one vacancy, and the Town is to send Mike an appointment letter to confirm the three year appointment.

**5. Library Administrator annual evaluation, review.** Covered in New Business above.

**6. Library Administrator 2015 contract review and possible approval.** Covered in New Business above.

**Public comment** –Board members gave Jeff a card to thank him for his many years of Library Board service and indicated a brick will be secured by the Library to memorialize his service to the Board.

**Next meeting date** – January 13, 2015 at 4 pm

**Adjournment** – Meeting adjourned at 5:20 pm