

**PRESQUE ISLE COMMUNITY LIBRARY
BOARD OF TRUSTEE MEETING MINUTES
January 14, 2014**

Roll Call of Members - The Board meeting was called to order by President Jeff Burke at 4:05 pm. Other members present included Kay Lorbiecki, Bob Berdan Carol Stone and Jackie Bassett. Library Director Pam Eschenbauch was also present, Adam Johnson was absent, as was Brian Derber, with prior notice and approval from President Burke.

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

Minute’s Approval – The minutes of the December meeting were unanimously approved, upon the motion of Carol Stone with a second by Jackie Bassett. Carol Stone, who was excused from the prior month’s meeting, discussed the budget line item to utilize for payment of the new \$667.00 per annum NWLS delivery surcharge for 3x per week deliveries.

Treasurer’s Report –Carol distributed 2 packets of information in preparation for her Treasurer’s Report. First was a document entitled “2013 Year end for December Expenditures.” Carol noted that the 2013 yearend report shows the Library having ended the year almost precisely on budget. After crediting December E-rate income of \$344.57, the Library finished the year within \$9.12 of its Budget. Carol noted she has written a check to the Town of Presque Isle for \$16,615.59 to cover the Libraries contribution to the operation of the Library for 2013. The \$16,615.59 is the shortfall existing after applying all Town and NWLS contributions to the operation of the Library against the total monies budgeted and spent in the operation of the Library in 2013. Discussion followed about the Libraries inability to continue to contribute so significantly to the ongoing operation of the Library. The Library historically has, with the Town’s blessing, carried an unencumbered balance equivalent to three years of planned annual operating shortfalls. After writing the check for \$16,615.59, the Library is left with only \$12,236.23 in unencumbered funds (subject to minor adjustments dependent on exact Vilas County and NWLS funding) to cover future income shortfalls. To call attention to this issue, the consensus was to prepare an annual meeting presentation about Library funding, past present and future. As a yearend recap, Carol also observed that last year \$9632.36 was spent on books and materials. The amount spent was a combination of both budgeted amounts and unbudgeted donations earmarked for materials. In 2014, \$5111.14 of unbudgeted donations will be necessary to cover planned purchases of books and materials over and above the 2014 materials budget figure. The second packet was January expenditures, including bills to be paid. The motion was made by Jackie Bassett, with a second by Kay Lorbiecki, to approve expenditures in the amount of \$3216.33, and the motion passed unanimously.

Library Administrator’s Report - Pam distributed and discussed the December circulation report, which shows strong year over year circulation increases. Pam indicated she plans to resume movie night in February, on the second Monday of the month and each month thereafter. Discussion followed about Pam’s role on the ProjectWIN Governance and Budget committee. The attitude about such a merger remains positive, although discussions remain conceptual and preliminary. An aggressive schedule of meetings (via GoToMeeting online) is calendared. Jeff observed that one takeaway from the ongoing discussions is that comparatively speaking, NWLS and Merlin are well organized and run operations.

OLD BUSINESS

1. Merlin/NWLS reports. No formal meetings since the last Board meeting have occurred, but Jeff has a Webinar next weekend.
2. Lower level project status. Jeff and Bill have each begun work on the lower level classrooms, each having put in approximately 15 hours of planning/labor. Save electrical, the South and East walls are done, and the front wall is ready to go up. Carol asked about the plan change “bump out” on the back wall and agreed to discuss same with Jeff, having already talked with Lorine about file access issues.
3. Out of system use policy development-Tabled.
4. Policy reviews/discussion. Carol moved, and Kay seconded, a motion to approve the revised Privacy and Confidentiality Policy and Internet Use Agreement as distributed at last month’s meeting. Pam will locate and provide Bob with copies of the remaining policies yet to be reviewed. Bob will review and revise same, if necessary, and bring them before the Board in small batches for consideration.

NEW BUSINESS

1. Election of Board Officers. Kay moved, and Bob seconded, a motion to re-elect the current Board officers to another term in their offices, to wit: Jeff Burke, President, Carol Stone, Treasurer, and Bob Berdan, Secretary. The motion passed unanimously. Jeff agreed to meet with Lorine to discuss a Town Board motion to bring parity to term expirations of current Library Board members.
2. Art Display Hardware. Kay and Jeff agreed to a time for installation of art display hardware in anticipation of the arrival of the February artist of the month’s display. Kay also noted that she is in the process of scheduling a week long wood carving class to be held in PI in September.
3. FOL. The FOL January 7th meeting was cancelled due to inclement weather. It has been rescheduled for January 21st at 3:00 pm.
4. Geek Out. Kay and other Board members shared their impressions of the Bill and Melinda Gates Foundation Geek the Library program to raise awareness about libraries. Following discussion, Pam and Jim Battin were encouraged to personally explore the program because successful implementation in Presque Isle, like Ironwood and elsewhere, will require the commitment of staff and all volunteers. It was noted that at least a 6 month commitment to the program is necessary. Timing the program’s start up now might support the planned April annual meeting presentation about our Libraries future funding shortfalls.

Miscellaneous Board Business – None.

Public comment – None

Next meeting date February 11, 2014, at 4 pm

Adjournment – Meeting adjourned at 5:30 pm.