

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

Roll Call of Members – The Board meeting was called to order by President Jeff Burke at 3:16 pm. All Board members were present: Jackie Bassett, Kay Lorbiecki, Brian Derber, Bob Berdan, Adam Johnson and Carol Stone. Library Director Pam Eschenbauch was also present.

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

Minute's Approval – Following correction of a misspelled name, the June meeting minutes were unanimously approved, upon the motion of Brian Derber, with a second by Jackie Bassett.

Treasurer's Report – Carol distributed the 2014 July Report for June Expenses and the July 2014 bills to be paid. Carol noted the recurring ILL courier bill of \$650.00 for the 3 Day/Week materials delivery charge from NWLS. Pam noted that the Lion's president gift of \$1000 was originally planned to be used to replace the Azuradisc, but Jeff was able to fix the old Azuradisc for less than \$30.00. Pam will tell Lions president Dave Vogt that the Lion's donation will be used instead for Children's book display bins. Pam also indicated that she has submitted another paver order but has been having difficulty confirming cost and delivery information. Alternative sourcing was discussed. Carol also called the Board's attention to the petty cash amount, because the line entry is larger than typical due to a large copy project; a Natural Lakes donation of \$50.00; and the book sale deposit in the amount of \$1065. A motion was made by Jackie Bassett, with a second by Bob Berdan, to approve expenditures for July in the amount of \$4428.30, and the motion passed unanimously.

Library Administrator's Report – Pam passed out the June Circulation report where she called attention to the decline in on-site computer usage. It was speculated that the decline is likely due to increased use of personal laptops and/or increased home wifi availability. E media use is growing, and print media remains strong. The out of state patron decline continues. The final WIN report has just been received by Pam, but it hasn't yet been reviewed. Pam also discussed aspects of the annual book sale, and Carol encouraged greater Board planning/participation in the future to ensure the event is not such a burden on Pam.

OLD BUSINESS

1. Merlin/NWLS reports. Jeff has a webinar later this month. Nothing new to report to date.
2. Lower Level Project Status. Jeff addressed three developments re the project. First, Jeff met with the electrician, Jim Brzezinski, to make certain that all expenses are run through the Town to enable tax free purchases. Second, a second bid was procured for HVAC work. The second bidder is Badger Heating and Air Conditioning out of Boulder Junction. Their bid is for \$6300, less a \$200 cash pre-pay discount. The bid is for a/c and air handling. Following discussion, the Board agreed that a heating unit is probably unnecessary, and if it is ever determined that heating is necessary, electric baseboard heaters would be sufficient and an easy add on. Jeff will ensure that the electrician wires the classrooms accordingly. Following assurances that the Town intends to hire Badger Heating & A/C as its maintenance provider,

Bob moved and Brian seconded a motion to accept the Badger Heating & A/C bid for \$6300, less the cash discount. The motion passed unanimously. Third, Jeff and Carol discussed the initial plumbing bid quote in the amount of \$7275. Discussion followed re options, necessity for a lower level bathroom and a desire for additional bids. This issue will be discussed further at next month's meeting.

NEW BUSINESS

1. Policy review/approval – Meeting Room Policy Rework. On the motion of Brian Derber, with a second by Bob Berdan, the previously circulated redraft of the Meeting Room Policy was approved as redrafted.
2. FOL. Jackie reported on the preliminary financial results for the ice cream social. Registrations brought in \$1860, \$985 was donated, and raffle sales grossed \$2078. Expenses need to be tallied before a net return is determined. The Board unanimously agreed that the FOL is to be thanked for their fine efforts. Bob was instructed to draft a letter to the friends from the Board thanking them for their efforts and success in putting on the social.
3. Annual book sale results. The book sale brought in \$1090.38. Carol asked for greater Board involvement with the sale next year and for a second set of eyes to verify the amount of cash collected and deposited from the book sale. Pam explained an open issue with respect to the computers sold with and without Windows XP. Bottom line, there may be a \$25.00 impact on total sale proceeds.
4. Bathroom Bid Process. See item 3 under Lower level project status.
5. WISCAT Share it patron acct setup. This item was tabled to next month's meeting to permit additional Board members to try the system. Brian has registered an account and is awaiting receipt of his book.
6. Miscellaneous Board business. Jeff discussed the issue of a security system for the Library and/or the Town Hall. Much discussion followed. The Board will be kept informed about the status of the bids being prepared for both governmental units.

Public comment - None

Next meeting date – August 12, 2014 at 3:00 PM.

Adjournment -Meeting adjourned at 4:22 pm.