

**PRESQUE ISLE COMMUNITY LIBRARY
BOARD OF TRUSTEE MEETING MINUTES
March 11, 2014**

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

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

Minute's Approval – The February meeting minutes were unanimously approved, upon the motion of Brian Derber, with a second by Carol Stone.

Treasurer's Report – Carol distributed her 2014 March Report for February Expenses and the March 2014 bills to be paid. She pointed out that March is always an exceptional expense month inasmuch as it includes the annual Merlin billing. Carol also noted that the expenses for the Volunteer Recognition event were included in unbudgeted expense as opposed to a Petty Cash withdrawal to document the cost. She also drew the Board's attention to the receipt of a \$200 anonymous donation earmarked for the Arts program and the Town's payment for large print books which will need to be reconciled with the Library budget. It was also observed that the Libraries half of the annual WISCAT membership was paid (\$100.00, with the other half paid by Merlin) and that Azuradisc costs remain higher than anticipated. The motion was made by Bob Berdan, with a second by Brian Derber, to approve expenditures in the amount of \$9206.79, and the motion passed unanimously. Jeff agreed to take a look at the Azuradisc unit to ascertain whether it is in need of further repair.

Library Administrator's Report - Pam distributed the February circulation report. This year's February data is not unlike last year's February data. Pam announced a planned vacation in mid-March. She has arranged for Jim to cover all hours not otherwise manned by volunteers. As per custom, she is to share the planned coverage schedule with Jeff in advance of her departure.

OLD BUSINESS

1. Merlin/NWLS reports. Jeff will attend the NWLS Board meeting in Ashland on Saturday 3/15.
2. Lower level Project Status. Bill and Jeff have completed the exterior wall framing and are now framing the soffits for drywall installation. However, drywall cannot be started until the electrician relocates electrical outlets. A decision will need to be made regarding the room divider so structural supports can be integrated into the framing. Jeff plans to discuss same with Pukall Lumber. During the FOL discussion re lower level FFE needs, the Board discussed FFE storage options for the lower level and the idea for an extra door on the South wall of the classroom was offered as an expeditious means to facilitate access to storage space.

NEW BUSINESS

1. Approval of tech expenditures. Jeff noted that Pam has blanket authority to approve tech expenditures for replacement equipment. The issue arose because of NWLS's notification to PICL that three of our CPUs running Windows XP could no longer be supported. Discussion

followed. Pam agreed to procure and share the 5 year equipment replacement schedule that NWLS maintains and updates. Having possession of the schedule will assist the Board in its budget planning for technology expenditures.

2. Administrator performance review report. Kay and Brian were the Board's ad hoc committee to meet with Pam for her annual performance review. They distributed a written summary documenting their 2/25 meeting with Pam. After some discussion, the Board was asked by President Burke to review the written summary and come prepared at the next meeting to ask questions of Pam and Brian re same (Kay is unable to attend the April meeting). Pam suggested that the Board also ought to review the PICL Mission Statement as well, copies of which she distributed to Board members.
3. Policy review/approval. Bob distributed a revised Meeting Rooms/Areas Policy redraft reflecting changes suggested by Kay. Kay noted that the current policy is not being followed re refreshments restrictions, and it also needs tweaking re practices for reserving rooms and charging fees to attendees. Discussion followed. The Board acknowledged that the Policy needs to document actual practices and ideally should also contemplate future lower level usage. Lower level usage will create new issues such as hours of availability, ingress/egress, rest room access and security. It was suggested that all Board members review the current policy and come prepared at next month's meeting to discuss necessary revisions. There will also be a need for an event calendar and a room reservation form.
4. FOL. In Jackie's absence, Carol shared news re recent FOL meetings. She shared that the FOL book sale group is still in the process of segregating those books to be auctioned on Amazon. The charge card to pay for postage has been secured and both Pam and FOL President Cindie Beckerleg are approved signatories.

The Fund raiser for the lower level on July 2d is going to be called "Sweets and Sundaes on Wednesday" and a save the date mailing is scheduled for April 7th. Planning for a number of raffle baskets is ongoing. Baskets will likely include the following: spa items, bakery items, wine, sports items and family/children's items. Under consideration are grand prizes of perhaps a Kayak and/or a bike. Discussion followed re FFE needs and lower level naming rights. Jeff will compile a FFE list to share with FOL for use as possible fund raising targets to include: tables, seating, room divider, smart board, flat screen TVs, ceiling fixtures/lighting, flooring, pull down screen, overhead projector, sound system etc.

5. Geek Out. Pam has received and reviewed the requested program packet. Both she and Jim are of the view that the cost/benefit wouldn't work for PI. Geek Out is dropped from consideration.

Miscellaneous Board Business – Pam observed that Jeff's NWLS Board meeting will probably contain an in depth discussion of the WIN merger. Jeff shared that Otis Elevator completed its inspection on 2/24. Inspections are State mandated. The Town covers the expense. Kay will be at an Appleton book event on April 8th, and therefore is unable to attend the Board's next meeting.

Public comment – None

Next meeting date April 8,, 2014, at 4 pm

Adjournment – Meeting adjourned at 5:32 pm.