

**PRESQUE ISLE COMMUNITY LIBRARY  
BOARD OF TRUSTEE MEETING MINUTES  
May 13, 2014**

**Roll Call of Members** - The Board meeting was called to order by President Jeff Burke at 4:00 pm. Other members present included Jackie Bassett, Kay Lorbiecki, Bob Berdan, Brian Derber and Carol Stone. Adam Johnson was not present and Library Director Pam Eschenbauch was excused.

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

**Minute's Approval** – The April meeting minutes were unanimously approved, upon the motion of Brian Derber, with a second by Carol Stone following a spelling correction suggested by Bob Berdan.

**Treasurer's Report** – Carol distributed her 2014 May Report for April Expenses and the May 2014 bills to be paid. Carol noted that the bill (\$1950.54) for the three new computers has arrived, and the machines should also arrive shortly following software installation by NWLS. Jackie inquired about a \$40.00 FOL membership expense; Carol indicated she would inquire and respond. The motion was made by Brian Derber, with a second by Kay Lorbiecki, to approve expenditures in the amount of \$3961.70, and the motion passed unanimously.

**Library Administrator's Report** – In Pam's absence, Carol distributed the April circulation report. It was noted that audio is trending down while e-media is on an uptick. As Pam was to also present an updated April circulation report at this meeting, Bob will ask Pam to provide complete data for the entire 2d quarter at the next Board meeting.

**OLD BUSINESS**

1. Merlin/NWLS reports. Jeff will attend an onsite Merlin Board meeting in Ashland on Saturday.
2. Lower level Project Status. The volunteer electrician has not been able to work on the lower level project due to health issues. Inasmuch as drywall installation cannot be started until an electrician relocates electrical outlets, Jeff may request authority to retain an electrician at the June meeting if the project's status hasn't changed.

**NEW BUSINESS**

1. Mission Statement Review. Upon the motion of Carol Stone, with a second by Jackie Bassett, the Board unanimously approved the adoption of the revised Presque Isle Community Library Mission Statement, a copy of which is attached to these minutes.
2. Policy review/approval – Meeting Room Policy Reword. All Board members had an opportunity to review the redrafted Meeting Room Policy, Meeting Room Application, and Meeting Room Use Rules crafted from the sample library policy forms manual for small libraries and the McCormick Library policy provided by FOL as a point of reference. Extensive discussion followed concerning advance reservation lead times and the impact of reserved time preemption by the Library, FOL, and programs cosponsored by the Library. Ultimately, it was decided that any such

problems might well be avoided by careful master calendar administration and pre-planning for recurring events. The Town's master calendar management/oversight was cited as an effective means of preventing conflicts. Bob agreed to meet with Pam in advance of the June meeting to discuss the policy, application and rules and Pam's responsibilities with respect thereto. The redrafted Meeting Room Policy, Meeting Room Application, and Meeting Room Use Rules will then be moved for approval at next month's Board meeting.

3. FOL. Jackie noted that the FOL meeting on May 6th was dedicated primarily to the save the date mailing for the Sweets and Sundaes on Wednesday fund raiser for the lower level scheduled for July 2d. FOL would like to have as many Board members as possible be present at the social to scoop ice cream. Jackie also mentioned some speed bumps encountered in getting the Amazon used book sales implemented. Many books have already been reviewed and readied for sale, but imminent needs for a FOL replacement Treasurer/signatory may further delay start up of the project.
4. Annual Book Sale preparation. In Pam's absence, Jeff noted that the sale is to be held on June 28/29, with setup on Friday June 27th. Details will be discussed at the June meeting when Pam is present.

**Miscellaneous Board Business** – Kay reported on the Appleton Book Festival she attended in April. All Fox Valley libraries participated in a series of lectures and meet the author events which were well attended draws to each of the participating libraries. Because of the level of enthusiasm created at the Appleton event, Kay discussed the possibility of having the PI Chamber and our Library cosponsor a similar but smaller scale event in Presque Isle in October 2015, at the same time as the Fall Art Tour. The Board agreed that Kay should proceed. Kay outlined that she envisions several days of multiple two hour programs to attract people on the Art Tour into the Library. The Appleton program is free; Kay noted that the Wisconsin Arts Board has grant monies available to help pay for authors/illustrators etc. to come and speak at such events.

**Public comment** – None

**Next meeting date** – June 10, 2014, at 4 pm

**Adjournment** – Meeting adjourned at 4:57 pm.

# **Presque Isle Community Library**

## **Mission Statement**

The Presque Isle Community Library proudly serves as a focal point for the Presque Isle community. It provides its patrons with materials and services to meet their educational, informational, social and recreational needs.