

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

**Roll Call of Members** – The Board meeting was called to order by President Jeff Burke at 3:04 PM. Board members present were: Jeff Burke, Bob Berdan, Adam Johnson, Kay Lorbiecki and Carol Stone. Library Director Pam Eschenbauch was also present. Brian Derber arrived at 3:50 as Adam Johnson departed. Jackie Bassett was excused due to illness.

**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 August meeting minutes were unanimously approved, upon the motion of Carol Stone, with a second by Kay Lorbiecki.

**Treasurer's Report** – Carol distributed the 2014 September Report for August Expenses and the September 2014 bills to be paid. Carol noted that she and Pam will need to reconcile the NWLS Collection account as Carol's accounting shows \$76.90 remaining and Pam is of the view that the account has been fully expended as she is prepared to report in her NWLS collection grant annual accounting. The two will meet to review the discrepancy. Carol also called the Board's attention to August donations including \$600 from the Lioness', \$200 from the Crab Lake Property Owner's Association and \$5000 from the FOL earmarked for lower level construction. Carol also highlighted the Amazon purchases rebate of \$104.76 and the E-Rate reimbursement of \$377.50 which is earmarked for telephone expenses. A motion was made by Bob Berdan, with a second by Kay Lorbiecki, to approve expenditures for September in the amount of \$3,881.80, and the motion passed unanimously.

**Library Administrator's Report** – Pam passed out the August Circulation report showing healthy year over year Library activity. Kid and Adult Program headcounts include those who stopped in to the Library to view the Art Camp Easels during the PI Fine Arts show. Pam also discussed the August Meet the Author event (Joseph Haywood) where 30 people attended largely as a result of FOL word of mouth notice and the upcoming Genevieve Davis Meet the Author event on October 6<sup>th</sup> where Pam has proposed a \$100.00 appearance fee which cost is to be covered by PI Lioness program donations. Pam indicated that the summer reading program has ended due to the start of school, but she is planning a pre-school story time. Pam also announced that fiber optic cable is now delivering 10 mb broadband speed to the Library.

## **OLD BUSINESS**

1. Merlin/NWLS reports. Jeff will be in Ashland for a Board meeting on the 20<sup>th</sup>. Pam is beginning to receive 2015 budget figures from NWLS regarding monies owing to and to be received from NWLS. Pam is in the process of completing the 2014 NWLS Collection grant paperwork and will need to reconcile budget figures with Carol before same is submitted.
2. Lower Level Project Status – air handling bids. Carol reported that the most recent Town meeting agenda did not include action on the open lower level air handling bids. Same is to be considered at the upcoming meeting on 9/18 which Jeff will attend. Carol and Adam shared the status of the Town's consideration of accepting responsibility for all of the lower level mechanicals (plumbing,

heating and electrical). Carol noted that whatever the outcome, the Library needs to know who the Town plans to use for 2015 HVAC maintenance to preclude the retention of multiple contractors for what will most certainly be interconnected systems.

## **NEW BUSINESS**

1. Policy review/approval – The Board reviewed four policies approved in 2008. The policies are: Display and Exhibits Policy, Public Notice Bulletin Board Policy, Presque Isle Community Library Off-Hour Use Policy, and the Disaster and Emergency Policy. Discussion followed. After receiving input from Pam and the Board, Bob was asked to meet with Lorine to review insurance questions and to update and revise the policies in anticipation of further discussion at the October meeting.
2. FOL. Tabled in Jackie's absence, although Bob mentioned the letter he received from FOL Secretary Carmen Farwell thanking the Board for its participation at the Ice cream Social.
3. Bathroom Bid Process. At the Board's direction, the two bids received from Howard Brothers and Dumask Plumbing were reviewed and compared by a third party to ascertain comparability. On an apples to apples basis, there is a 40% cost differential. Carol has met with Town officials and confirmed there are no issues re septic adequacy, necessary permits or Town approval.
4. Sourcing for Memorial Bricks. Tabled.
5. Appointment of Budget Committee. The Board concurred in President Burke's appointment of Carol, Adam and Jeff as the 2015 Budget Committee.
6. Appointment of Administrator Evaluation Committee. The Board concurred in President Burke's appointment of Brian Derber and Kay Lorbiecki as the 2015 Administrator Evaluation Committee.
7. Appointment of Board Candidate Evaluation Committee. The Board concurred in President Burke's appointment of Bob Berdan and Jackie Bassett as the 2015 Board Candidate Evaluation Committee. Jeff noted that two Board vacancies are expected and this committee will need to have its work completed before the December Board meeting in order to secure Town appointment in January 2015.
8. Miscellaneous Board business. Pam called the Board's attention to the new sidewalk leading into the back entrance. She also mentioned steps being taken to prevent the loss of issues of *The Lakeland Times* from the Library's collection. Pam noted she has not had time to create a Library Wish List and donation box, but she mentioned the FOL is keen on the idea, particularly due to the various needs for furnishing the lower level.

**Public comment** - None

**Next meeting date** – October 14, 2014 at 4:00 PM.

**Adjournment** -Meeting adjourned at 4:22 pm.