

**PRESQUE ISLE COMMUNITY LIBRARY
BOARD OF TRUSTEE MEETING MINUTES
August 18, 2015**

Roll Call of Members – The Board meeting was called to order by Board President Kay Lorbiecki at 4:03 pm. Board members Jackie Bassett, Robert Berdan, Mike Czarny, Kay Lorbiecki and Carol Stone were present. Absent were Brian Derber, Adam Johnson and Library Director Pam Eschenbauch.

Agenda Approval – On the motion of Bob Berdan with a second by Mike Czarny, the meeting agenda was unanimously approved following the deletion of “Open House for lower level recap.”

Minute’s Approval –After several typo corrections urged by Jackie and Kay, the minutes of the July 21, 2015 meeting were unanimously approved upon the motion of Carol Stone with a second by Mike Czarny. Jackie will have Pam make the necessary corrections.

Treasurer’s Report – Carol distributed the August 2015 Treasurer’s Report. Carol noted the NWLS collection monies will be fully expended in September. She also indicated that the entry “Town paid Unbudgeted FOL” in the amount of \$2728 is for the children’s area enhancements to be repaid from a FOL donation. Included with the financials was a page updated to reflect the lower level fund status. Carol explained that there is one remaining expense in the neighborhood of \$200 for relocation of smoke detectors, leaving a balance (after inclusion of the previously Board authorized contingency of \$3000) of approximately \$5200. That number is relevant to the Board’s consideration of furniture purchases on the meeting’s agenda under old business. Upon a motion by Jackie Bassett with a second by Bob Berdan, bills to be paid in August were unanimously approved in the amount of \$4,020.29.

Library Administrator’s Report – In Pam’s absence, Carol passed out the July 2015 Circulation report and a flyer Pam created to denote the Annual Report of (Presque Isle) Library Statistics maintained by NWLS.

OLD BUSINESS

1. **Merlin/NWLS reports (August Trustee Training).** Mike commented on the two webinar sessions he has participated in this week on fund raising and Library Friends.

2. **FOL Report.** Kay shared that she has talked with Kathy Sprester and the FOL will organize the table across from the Circulation desk as a “Friends table,” upon which they will create and maintain a Library wish list and donation box. The goal is to accomplish same by mid September. There was discussion about the Friends efforts and successes at last weekend’s Fine Arts Show. The next Friends meeting is September 1st, and among other things the Friends plan to consider purchasing the tables for the lower level.

- 3. Lower Level Project on-going status.** Jackie distributed a handout reflecting furniture costs, including shipping, to complete the anticipated furnishing of the multi-purpose room, save for audio-visual. The list includes an additional 18 chairs, 10 tables, one each chair and table cart, plus a coat rack. Considerable discussion followed about procuring additional tables and reselling same to lower the per table unit cost. It was ultimately agreed to acquire 26 tables at a total cost of \$1999 with the understanding that some or all of the excess is be resold at a cost of \$77 per table. Upon the motion of Carol Stone with a second by Mike Czarny, the Board authorized the expenditure of \$3462 for the furniture itemized above. The Board is confident that many of the extra tables will be sold, that the FOL will help defray the outlay in part, and that any remaining extra tables will not go unused.
- 4. Storage Room Policy Consideration.** Kay redistributed the discussion draft of a lower level storage space policy and Mike's suggested additions thereto. Jackie and Kay reminded the Board of the Communities and specifically the Art Camp's desire for "space" when community input was sought about development of the lower level. Considerable discussion followed. There was consensus that the Library and the multi-purpose room should have first priority to the remaining available space, but that excess currently exists, and Community groups should have access to it. All agreed a proscriptive policy is necessary to effectively manage the process. Bob was tasked with developing a draft for review at the next meeting that would tighten procedures and contain a request process and release.
- 5. Donation Box.** As discussed in the FOL report, the FOL will create and administer a donation box and wish list, looking to a mid-September start date.
- 6. Upcoming Board Vacancy.** In light of Carol's notice, that per Board By-Laws, the end of her second term on 12/31/15 will conclude her service, Kay suggested that the Board use the same process adopted last year to fill a vacancy (October screening committee, Town appointment in December and seating in January) with the addition of publicity about the Board service opportunity other than simply the official Town notice. Kay asked Bob to prepare a notice that might be used in the PICL column in the FYI and elsewhere.

NEW BUSINESS

- 1. Proposed questions for Library Director Review.** Kay reminded the Board that the Director's performance review is to occur in September. Kay will recirculate the list of questions and topics used last year, and Board members are to provide the subcommittee (Kay and Brian) with any suggested input before the review occurs.
- 2. Miscellaneous.** Kay mentioned that a policy on donated art may be necessary inasmuch as there's an abundance of it and no current consistent process to administer. Bob responded that a policy may already exist. He is to look and report back. Kay also mentioned that the FOL will also be discussing audiovisual equipment for the multi-purpose room, and suggested developing

a usage trackrecord. Marketing the availability of the room is needed. Finally, Mike and Carol distributed materials for Board members to review in anticipation of Board discussions and planning in September regarding a possible Library Director staff position vacancy in CY 2016.

Public comment – None.

Next meeting date – September 15, 2015 at 4 pm.

Adjournment – Meeting adjourned at 5:44 pm