

**APPROVED Minutes- Presque Isle Community Library - Board of Trustees**

Meeting Category:	Regular Meeting
Date :	Tuesday December 15, 2015
Time :	4:00 pm
Location :	Lower Level Library Meeting Room

1. Call to Order - 4:04 pm
2. Roll Call of Members / Introduction of Visitors
  - a. Absent - Adam Johnson / Board members present - (Bob Berdan (RB), Carol Stone (CS), Brian Derber (BD), Jackie Bassett (JB), & Mike Czarny (MC)) Also present, Library Director Pam Eschenbauch (PE).
  - b. Visitors - Ronie Jacobsen (FOL) & Ty Rayala (AV Demo)
3. Lower Level AV Demo and Training Ty Rayala -
  - a. Ty presented a brief overview on system(s) operation from the podium. Ty plans to provide more detailed training and written directions (efile) at a future session.
  - b. Laptop for system due in 2015/12/16 (PE)
  - c. Need quote on back room connections.(MC)
4. Agenda approval/modification - Approved as is - no modifications - MC motion / CS 2nd. Unanimous vote.
5. Approval of Minutes - (November 10, 2015 ) - Changes provided by Bob Berdan approved - CS motion / JB 2nd. Unanimous
6. Treasurer's report & action on bills to be paid
  - a. Minor issues cited with elan credits. Small reconciliation issues with PI Treasurer.
  - b. Donation(s) from FOL - \$2500 as well as several private donations received at mtg.
  - c. Treasurer's report and bills to be paid (\$6295.42) approved - JB motion / MC 2nd. Unanimous vote.
7. Library Director's Report/NWLS & Merlin Reports
  - a. Emedia and Ill on Circ. Reports – NWLS Discrepancies from Nov reports are apparently nonrecurring.
  - b. Director Certification Update
    - i. PE presently has 42.25 credits(5 Tech). By 2018 - Pam needs to acquire a total of 100 credits (10 tech) required.
    - ii. Per 6c of Nov board minutes, Pam is reminded to circulate recent course write-ups to Board.
  - c. Director's Office Hours – Pam verbally suggested that Board members wishing to meet with her in off hours might do so either Tues & Thurs 10-12 or make an appointment.
  - d. NWLS (Mike Sheehan) is administering a cataloguing test to library personnel. The goal is to help refine future NWLS training modules.
  - e. Problematic email Issues within NWLS continue.
  - f. Computers due in week of 2015/12/14.
  - g. Pavers for Kay & Brian ordered.
  - h. Downstairs fan noise is high. CS will contact HVAC vendor.
8. Committee Reports & FOL Update
  - a. Board Vacancy Cmte - RB Rpt on conversations with applicants
    - i. Reviewed Brenda Schuppe's qualifications and indicated she was very positively disposed.
    - ii. Reviewed Pam Whipple's qualifications and she too was very positively disposed. Her skill set(s) potentially slot her as a future board member or perhaps in a future position at the library.
    - iii. RB will finalize Board Term matrix. MC will archive and send out for Jan mtg.
  - b. Card for Kay-CS circulated for signature.
  - c. Board Search Cmte
    - i. Update on Pam's intentions.
      1. PE announced a revised target retirement date of between Labor Day - September 5, and year end 2016.
      2. According to our new policy, the Board should expect a letter of intent sometime between June 4, 2016 and October 1, 2016, ninety days in advance of the actual date.
      3. The Search Committee will review efforts and plans in early 2016, once re-staffed. However, the search committee councils no action, until a formal vacancy arises.
  - d. Local Library Survey completed w/ LOL report - no further action.

- e. Salary Benchmark Table
  - i. Director's table may require future tweaking, if needed.
  - ii. Library Director to provide copy of Librarian Asst job description, for comparison matrix.
- f. Feedback from PI Town Mtg on submitted documents - MC indicated Contract, Lib Dir Job Description, & Personnel Policy documents passed
- g. 2016 Board Officer Recommendations - CS announced the following slate of willing officers: Bob Berdan (Pres), Carol Stone (Treas), and Mike Czarny (Secy).
- h. FOL
  - i. Thank you to the FOL for a \$2500 donation for materials.
  - ii. MC suggested we begin serious efforts to schedule separate strategy sessions with the FOL officers, in late February 2016.

**9. OLD BUSINESS:**

- a. Amended and Restated Bylaws, approval - No discussion. MC motion / CS 2nd. Unanimous vote.
- b. Lower level project completion
  - i. CS waiting for bid on motion lights
  - ii. Coat racks have arrived.
  - iii. Downstairs fan noise is high. CS will contact HVAC.
- c. Lower Level AV status report
  - i. MC / CS to get quote from Ty on backroom connectors
  - ii. Laptop due this week. Software for laptop pending(PE).
  - iii. Ty plans to provide more detailed training and written directions (efile).
- d. Storage Room Policy, requests/approvals
  - i. CS reviewed storage requests from FOL-Amazon, FOL-Book sale, Last Wilderness, PITLC, and Material Girls.
  - ii. Room is available to accommodate all requests. The board approved all requests. CS motion / BD 2nd. Unanimous vote. CS will sign documents and contact all parties.
  - iii. PE to solicit Lioness for January Board consideration.

**10. NEW BUSINESS**

- a. Town Approved 2016 Budget
  - i. CS reported an additional town mandated budget reduction of \$442
  - ii. The Board voted to cover this discrepancy of \$442 with savings funds. CS motion / JB 2nd. Unanimous vote.
- b. Board Annual Calendar - MC reviewed changes. A 2016 copy will be issued for January mtg.
- c. Lower Level Use Policy - PE provide some documents/ fees used by the town. MC suggest this be tabled until the policy committee is formed in 2016.
- d. Grants Discussion - PE provided verbal review citing Mead-Whitter, LSTA, and NWLS grants. MC suggested this item should be adopted / moved to the strategy committee discussion in 2016.
- e. Policies Planning Discussion
  - i. MC provided a snapshot of potential future work for the Policy committee in 2016. The committee's 1st job is to confirm the gaps and get back the Board with a rough schedule for policies to be reviewed in 2016.
  - ii. RB requested the PI Town Key policy be added to the list as a priority.
- f. Artist of the Month / LL art displays - Inquiries to revitalize art display efforts will be made. CS and RB to talk within PI Fine Arts. R. Jacobsen to discuss within FOL group. PE to investigate concept of a "traveling display" within the local library consortium.
- g. FOL Donation Box - RB to discuss with FOL (Kathy Sprester)
- h. New Trustee Manuals - PE to update and have available for January mtg.
- i. Tables - RB to check interest level at Brown Deer.
- j. As Brian Derber departed the Board, the Board thanked him for his service and the Board looks forward to welcoming his replacement as school liaison, Christine Wallace.
- k. 2016 Library Director contract was executed at meeting end.

11. Public comment -none

12. Adjournment - 6:33 pm MC motion / JB 2nd. Unanimous vote

**Next meeting date:** January 12, 4:00 PM Lower Level

**This is an image of the original Agenda for Archive Purposes**

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    - a. Board Vacancy Cmte
    - b. Board Search Cmte
    - c. 2016 Board Officer Recommendations
    - d. FOL
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    - b. Board Annual Calendar
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    - e. Policies Planning Discussion
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    - g. FOL Donation Box
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