

**PRESQUE ISLE COMMUNITY LIBRARY
BOARD OF TRUSTEE MEETING MINUTES
February 10, 2015**

Roll Call of Members – The Board meeting was called to order by Board President Kay Lorbiecki at 4:02 pm. All Board members were present. Library Director Pam Eschenbauch was also present.

Agenda Approval – On the motion of Bob Berdan with a second by Brian Derber, the meeting agenda was unanimously approved.

Minute's Approval -The minutes of the January 20, 2015 meeting were unanimously approved upon the motion of Brian Derber with a second by Mike Czarny.

Treasurer's Report – Carol distributed the February 2015 Treasurer's Report. She called the Board's attention to several listed items that will be adjusted, to wit, the 1 month entry for Books, Videos, Audios will be paid instead by the Mead Witter grant monies, and the salary line item for the Library Assistant doesn't include his previously Town approved 2015 salary increase. The latter will be adjusted following a discussion with Lorine as to the amount of the adjustment. Carol also indicated that the lower level expenditure of \$3000 was for electrical work performed by Roger's Controls, and the 2015 bank passbook interest rate has been reduced to 0.30%. Carol also noted that \$475 in donations have been received YTD. Upon a motion by Brian Derber with a second by Mike Czarny, bills to be paid in February were unanimously approved in the amount of \$4524.06, with the caveat that the amount to be dispersed to Jim for salary will be adjusted to include his 2015 increase.

Library Administrator's Report – Pam passed out a January 2015 Circulation report and noted that the computer usage number is probably inaccurate. Calling attention to the year over year downtrend, she noted that Northern Waters will be conducting a Webinar on area wide circulation trends, and all Trustees are invited to participate. Pam will email registration information re the February 25th presentation. Pam informed the Board that she assisted NLES by serving as word pronouncer at its local spelling bee and she will also do so at the regional event. She also indicated that she's in the process of pulling together the data for the Annual Report which will need to be reviewed and signed by either the Board President or Treasurer.

OLD BUSINESS

1. Merlin/NWLS reports. Jeff Burke did not indicate anything noteworthy to Pam to report, and Pam's meeting will be later in the month via Webinar.

2. Lower Level Project Status. Trustees walked through the basement on their own prior to the meeting at Kay's invitation, and Carol, Mike and Kay responded to questions about the build out, completion date and satisfaction with the contractors. Kay and Carol also shared tile, linoleum and paint color samples from Menards and the Board was in agreement with their choices. Carol discussed pending scope changes totaling \$3385 out of the previously approved

\$5000 amount and a bid to do the painting for \$3075. Upon the motion of Mike Czarny with a second by Jackie Basset, the Board accepted the painter's bid of \$3075. Carol next distributed a Lower Level Report dated February 2015 detailing all budgeted plus anticipated and paid expenses to date. After considerable discussion, the Board's consensus was to endeavor not to approve expenditures in excess of its budgeted available funds. As a consequence, the Board opted to defer action on an accordion fold room divider for a few years, pending analysis of actual room usage and future community needs. It also decided to use the remaining available funds to facilitate construction completion this spring. Carol shared two bids received for flooring installation, and following further discussion about pricing and contractor satisfaction, the Board accepted the Chris Pairolero bid in the amount of \$4900, recognizing the anticipated \$300 up charge (previously included in scope changes) to tile the bathroom. The motion was made by Jackie Basset with a second by Mike Czarny and carried unanimously. The Board observed that the framing work to date and the ceiling bid both anticipate a room divider so adding a room divider in the future, if proven to be necessary, will remain feasible. As a result of the actions taken at this meeting, the Board has now committed \$37,418 of its \$39,704.53 of budgeted monies earmarked for the project. Furnishings will be a matter of future consideration, following completion of the discussions with Nicolet College and the FOL.

3. Volunteer Recognition Menu and numbers. Jeff and Mike will pick up the food and beverages for the February 14th luncheon. Pam will bring a salad. We expect 30 attendees. Board members should plan to arrive at 11:00 am for set up.

NEW BUSINESS

1. Open House for Lower Level Debut. A project completion date of late March, early April was targeted and agreed upon. Recognizing same, Mike and Adam agreed to pick up the discussions with Nicolet College about the possibility of using the lower level as a satellite Nicolet campus. To resume those discussions, Mike will secure Jeff's input on the status of discussions and then with Adam's assistance, resume discussions for Board consideration. It was also agreed to target June 27th as the grand opening, pending discussions with the FOL at their May 5th meeting which Kay will attend.

2. FOL. Jackie shared the FOL meeting minute's highlights, as no one from the Board was in attendance at the most recent FOL meeting. It was suggested that it might be helpful if all Board members received FOL meeting minutes. Jackie noted that the FOL is planning sizable separate donations for the Library and the lower level furnishings in 2015, and it is also looking into art show fundraising to increase its revenue generation. Kay will discuss same with Kathy Sprester. Jackie also mentioned that the Amazon books sales to date have grossed \$1,600 dollars, netting \$1,300 after expenses from the sale of 120 used books. Carol met with Pam Whipple to ensure that the Amazon book packing area to be created in the storage space has drywall and ample electrical outlets. Those costs are already included in the lower level project estimates.

3. Set a time schedule for board business. Kay suggested that the Board ought to have an annual calendar of responsibilities. All agreed. Action on same will be taken at the next meeting. In the interim, Mike suggested that all Board members furnish him with items to include on such calendar. Bob is to review past meeting minutes to help glean such items and Mike will sit down with Pam to organize a draft for the Board to consider.

4. Library partnership with Art camp. Kay indicated that to best facilitate tax deductible donations to the Art Camp, a partnership agreement with the Library to sponsor the Camp is desirable. Kay moved and Carol seconded a motion to formalize the relationship that already exists. All agreed, motion carried.

Public comment –None

Next meeting date – March 10, 2015 at 4 pm. Kay requested members bring their personal calendars to next month's meeting to consider whether the August and September meetings might be moved to the 3d Tuesday in the month.

Adjournment – Meeting adjourned at 5:37 pm