

**PRESQUE ISLE COMMUNITY LIBRARY**  
**BOARD OF TRUSTEE MEETING MINUTES**  
**January 20, 2015**

**Roll Call of Members** – The Board meeting was called to order by Library Director Pam Eschenbauch at 4:00 pm. All Board members were present except Adam Johnson, including newly reappointed members Kay Lorbiecki and Jackie Basset, and new member Mike Czarny. Library Director Pam Eschenbauch and past President Jeff Burke were also present.

**Nomination & Election of Officers** - Pam asked for nominations from the floor. Kay nominated Bob to continue as Secretary, Brian seconded the nomination. Bob nominated Carol to continue as Treasurer, Brian seconded the nomination. Carol nominated Kay for President. Bob seconded the nomination. Three requests were made for any additional nominations. Hearing none, Bob moved to cast a unanimous ballot for the slate of nominees. Jackie seconded the motion and it passed, unanimously.

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

**Minute's Approval** -The minutes of the December 9, 2014 meeting were unanimously approved upon the motion of Brian Derber with a second by Carol Stone.

**Treasurer's Report** – Carol distributed a December 2014 Year-end Close Report; a recap of December expenses paid by the Town; an itemization of 2014 Library expenses; the 2015 Budget; January bills to be paid; and a 2014 year-end recap. For the benefit of the new Board member, Mike Czarny, Carol walked through the Budget's entries in detail explaining sources of revenue and expense in the operation of the Library and payment procedures as between the Library and the Town as fiscal agent. Carol further explained the Library's bank deposit accounts and balances and the 2015 change in revenue sources as between the Town and the Library. Upon a motion by Bob Berdan, seconded by Jackie Basset, bills to be paid in January were unanimously approved in the amount of \$4864.34.

**Library Administrator's Report** – Pam passed out a December Circulation report and a year-end Comparison (2014 vs. 2013). For the benefit of Mike, line entry data sources were explained and discussed. In response to a question, Pam agreed to determine the percentage of registered card holders who used their cards in the PI Library in 2014. Pam suggested the Library purchase a brick in memory of Corrine Gerster, using donation's the Library has already received to accomplish same. The Board agreed. Pam mentioned the Wild Wisconsin Winter Webinars course offerings she plans to attend, starting January 21<sup>st</sup>. In response to expressions of interest on the part of Board members, Pam agreed to disseminate the Course offerings via email to the Board.

## OLD BUSINESS

**1. Merlin/NWLS reports.** Jeff reported that he attended a very brief webinar meeting on the previous Saturday. The meeting adjourned after a brief review of the financials. In response to inquiry about Jeff's continuation on the NWLS Board, Jeff responded that his term as a NWLS Board member is a Vilas County appointment and is not contingent on his being a PICL Board member. Jeff plans to continue to serve on the NWLS Board. He previously indicated that he will provide reports to Pam and Board members re future meetings. (Jackie Basset departed the meeting at 5:05 PM).

**2. Lower Level Project Status.** In response to a question from Kay and to bring Mike up to date, Carol reminded the Board that to date, the Town has picked up all expenses relating to plumbing and heating expenses, but the expectation is that the Library will pay for the remaining construction costs and furnishings. The Board has previously approved expenditures for electrical work; and draws against that approved amount (totaling \$4900) have been made by Rogers Controls. Carol also distributed a 2014 encumbered account recap showing a total of \$47,733.91 available for lower level construction and furnishings, of which she indicated approximately \$7000 is already committed (for both phases of electrical work).

Carol next walked the Board through a series of bids she received from three individuals working together under the direction of Chris Pairolero, Winchester WI. Chris Pairolero, Joe Pairolero and Bill Hill propose to provide materials and labor to frame and drywall, hang doors, trim (including countertops and vanity), hang ceilings and install floors. The Board acted on the first four bids at this meeting, delaying action on flooring until the next regularly scheduled meeting. Prior to acting on the individual bids, the Board discussed procedures going forward. Mike suggested the creation of a spreadsheet to document all revenues and expenses. Carol indicated that she could create same. Kay suggested the inclusion of a timeline containing a schedule of steps to a date certain completion date. To that end, it was suggested that each project subcomponent, as bid, contain a start and completion date with non performance penalties. Jeff expressed his willingness to voluntarily continue with the project to completion. Bob moved, Carol seconded, and the Board approved Jeff's ongoing service as a non paid project expediter. Next, a motion was made by Bob and seconded by Brian to appoint Carol, as treasurer, as the financial overseer of the project. All financial commitments must be made with Carol's approval on behalf of the Board. Finally, a motion was made by Mike and seconded by Carol to equip Jeff with authority to discuss scope changes as between the Board and the contractors in an amount not to exceed \$5000. Action was next taken on the bids in hand as follows: First, framing and drywall, \$4820. Carol moved and Brian seconded a motion to accept the bid with the following caveats: Establish a timeline and non performance penalties as discussed above, and specify 5/8 in drywall and the inclusion of Beaverboard . Motion carried. (Brian Derber departed the meeting at 5:45 PM). Second procure, stain and hang doors, including bifolds. \$4995. Motion by Mike, second by Bob, motion carried with the same caveat above re timeline and nonperformance penalties. Third trim doors, procure and install countertop and cabinet in alcove and a bath vanity. \$4035. Motion by Mike, second by Kay,

motion carried with the same caveat above re timeline and nonperformance penalties. Fourth, procure and hang drop ceiling and drywall soffits. \$3100. Motion by Mike, second by Bob, motion carried with the same caveat above re timeline and nonperformance penalties. It was agreed that no action would be taken on the bids re flooring, and an additional bid would be secured re insulation.

## **NEW BUSINESS**

**1. Storage Space Plans Review.** Pam Whipple is desirous of having inexpensive shelving hung on the South wall of the exterior classroom space in the storage area for processing FOL Book sales. Carol indicated that same is possible providing there is a slight movement (approximately 18 inches) of the door frame to be erected for the storage space.

**2. FOL.** Pam reported that Ronie Jacobsen is working with Pam to update the Library website to include the FOL. The yearend FOL donation of \$5000.00 is to be used to enhance the children's area of the Library. Pam discussed this idea with the FOL and all agree this is an appropriate use of the generous donation.

**3. Donation Box.** Pam prefers to wait with implementation of a donation box until there is greater clarity about lower level furniture needs. Therefore this item was tabled.

**4. Volunteer Recognition.** February 14<sup>th</sup> at noon. Jeff will secure sandwiches and desserts in Ironwood. Mike will procure the wine and some chips. Pam is working on gift ideas. All Board members are encouraged to attend.

**Public comment** –None

**Next meeting date** – February 10, 2015 at 4 pm

**Adjournment** – Meeting adjourned at 6:21 pm