

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

Roll Call of Members – The Board meeting was called to order by Board President Kay Lorbiecki at 4:13 pm. All Board members were present except Adam Johnson. Library Director Pam Eschenbauch was also present.

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

Minute's Approval -The minutes of the February 10, 2015 meeting were unanimously approved upon the motion of Mike Czarny with a second by Carol Stone.

Treasurer's Report – Carol distributed the March 2015 Treasurer's Report. She noted that although last month's expenditures were low, the annual payment to NWLS will be payable in March. She also called the Board's attention to the expenditure, YTD, of approximately \$2500 of the Mead Witter grant monies, and \$19,468 of Library funds for lower level improvements. She observed that the Amazon reimbursement was particularly strong this past month. On the Town's Library Expenses report dated 2/24/15 she noted the small distribution to Library Assistant Jim Battin which was paid so as to adjust his compensation to add in the approved 2015 CY salary increase. Upon a motion by Bob Berdan with a second by Jackie Bassett, bills to be paid in March were unanimously approved in the amount of \$3528.77.

Carol also distributed two specialty reports she created to assist the Board in reviewing lower level expenditures. The first report, entitled Lower Level Report, March 2015, itemizes the Budget, paid expenses, March expenditures TBP, and the balance remaining in each bid/cost category. In total it reflects \$20,766.36 of expenses paid to date and \$15,037 to be paid in March, upon completion. The report also documents the Town's contributions to Howard Bros. and Rogers Heating/AC. The second report entitled Lower Level Bid Process itemizes each contract approved and awarded for the lower level construction by the Town and Library Board. Copies of both reports are attached to these minutes. It was noted that approximately \$1600 remains in the \$5000 scope changes pre-approval, thereby enabling the hallway from the steps to the corridor to also be tiled without exceeding the budget.

Library Administrator's Report – Pam passed out a February 2015 Circulation report and both Mike and Kay shared that they participated in the NWLS Webinar re circulation trends in Libraries. Jackie asked Pam to give consideration to the purchase of some books on "Playaways," and Pam agreed to bring information re same to the Board at its next meeting. Pam reported that NWLS has PICL scheduled for two new computers in 2015, one for the Library Director, and one for patron use. The units will be CPUs only, and the cost to replace and load the two computers is well within the 2015 budget. Discussion followed re including NWLS capital costs for computer hardware into the budget planning cycle. Finally, Pam noted that the well received Armchair travel series will resume, beginning with a presentation by

Lorine Walters re her recent trip to the Ice Hotel in Sweden, but a sponsor needs to step forward to plan and organize future programs.

OLD BUSINESS

- 1. Merlin/NWLS reports.** Pam's meeting by Webinar last month focused on checkout durations for DVD series. Pam reported that after considerable discussion the NWLS Member library consensus was to leave it to individual libraries to establish their own checkout durations. Most libraries adhere to a 7 day schedule, which may or may not be adequate for lengthy CD series, e.g. Band of Brothers. Pam noted that she is tries to tailor return dates to patron needs.

Note: To accommodate the planned 5:10 departure time of Board member Brian Derber, the Board agreed to adjust its agenda to take up consideration of **New Business item 3) "Update of efforts/discussions with Nicolet on support of remote learning center in PI"** at this point in the meeting. Mike led the discussion and observed that Nicolet College's "advanced telepresence distance learning technology" in use at three Nicolet campus sites and which Adam Johnson has had personal experience using is out of the question as it is in excess of \$250,000 just to install, but he noted there are various internet based interactive CE possibilities. The basic questions remain, however, who is our user/customer, and to what purpose? Brian confirmed that NLES has eliminated its remote classroom for cost and non use reasons. To bring focus to the discussion, Mike distributed a handout entitled "Interviews – Remote Learning Directions" to report on the communications he has had or will have regarding remote learning experiences of others in the area. It was suggested that a call to Mercer's library might also be helpful inasmuch as it is currently offering a few MOOCs, "Massive Open Online Classes." The consensus was that all such internet based options can likely be delivered to the classroom simply with a computer, large screen, projector and sound system. Such equipment might also be of benefit to the community for other uses as well, e.g. movie nights and armchair travel. Mike committed to complete his interviews, including Mercer, and to continue the discussion at the Board's next meeting. (Brian left the meeting at 5:10 pm)

- 2. Lower Level Project Status.** Trustees walked through the basement on their own prior to the meeting. Carol noted that completion is anticipated on or about Mach 17th, although to facilitate same the FOL book sale books must be temporarily moved from the storage area. Carol and Pam will communicate with the FOL re same. Carol has begun to investigate possible furnishings for the lower level (tables, chairs and storage carts), but because of her travel schedule she asked for assistance with some further research. Discussion followed. Jackie Basset agreed to do an internet examination of options for discussion at the next monthly Board meeting. The consensus was that tables of the type most recently purchased by the Town for the Community Center would be suitable, and that the chairs ought to be upholstered, but the Board tabled further discussion of quantity, size and chair types pending the additional research. (Jackie left the meeting at 5:45 pm).

3. Review final comments- Review Trustee Task List. Mike was thanked for his efforts to create an annual Board calendar. Minor timing edits were suggested by those present. The matter was tabled to next month for approval when all members are present.

4. Open House for Lower Level Debut. Kay announced that the last Saturday in June (the 27th), in conjunction with the annual book sale, will be the Community Open House/tours of the lower level. Board staffing of the open house will be necessary and it was suggested that a brief Q&A be created to facilitate responses to anticipated questions by Community members about the project.

NEW BUSINESS

1. FOL. Nothing to report.

2. Review of Open Meeting Law. The Board reviewed and discussed its procedures for Agenda creation and distribution. Pam distributed several handouts summarizing Open Meeting Law issues and compliance which Board members reviewed. Following discussion, and to ensure timeliness of required meeting notices, a pre-meeting schedule of draft agenda solicitation, comments, finalization and dissemination with the prior month's minutes was agreed upon with assigned responsibilities for the Director, President, Secretary and individual Board Members.

3. Update of efforts/discussions with Nicolet on support of remote learning center in PI. See discussion above under **Old Business 2).**

4. Gallery hangers: Lower Level. Pam and Kay will measure the lower level classroom for the art hangers. The consensus was that all wall space, other than in front of the doors (including bifolds) is available for displays inasmuch as all classroom needs will either be portable or ceiling mounted.

Public comment – Kay announced that the August and September meetings will both be moved to the third Tuesday of the month, e.g. August 18th and September 15th.

Next meeting date – April 14, 2015 at 4 pm.

Adjournment – Meeting adjourned at 6:28 pm