

**PRESQUE ISLE COMMUNITY LIBRARY
BOARD OF TRUSTEE MEETING MINUTES
May 12, 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 April 14, 2015 meeting were unanimously approved upon the motion of Mike Czarny with a second by Brian Derber.

Treasurer's Report – Carol distributed the May 2015 Treasurer's Report. She noted an annual unbudgeted expense of \$896 payable to NWLS for licensing movies and expanded courier services. She also called the Board's attention to the full expenditure of the Mead Witter grant monies and the receipt of an unexplained invoice from Rogers in the amount of \$4550 for additional electrical work for lower level improvements. She will explore and reconcile the latter with Rogers before payment. Upon a motion by Jackie Bassett with a second by Mike Czarny, bills to be paid in May were unanimously approved in the amount of \$4,561.28. Pam observed that we can expect another unbudgeted expense from NWLS next month for a new router.

Library Administrator's Report – Pam passed out the April 2015 Circulation report showing circulation increases month to month and year over year. Computer usage is down, but more laptop usage is observed, but unmeasured. The new router may provide some laptop usage data. Pam updated the Board on the status of the Children's area enhancements as a result of the FOL donation for that purpose and she discussed her writer's series program plans in conjunction with other area libraries. The cost for the two PI sessions writer's series program will be \$250 each.

OLD BUSINESS

1. **Merlin/NWLS reports.** Nothing to report.

2. **FOL Report (Kathy Sprester, guest).** Kathy shared the FOL history for the benefit of all Board members, summarizing its total donations and project support over time. She highlighted the organization's goals and current plans for CY 2015. Numbers of note: \$10,000 given in 2014, ½ to program and ½ for the children's area enhancements; projected \$13,000 donation in 2015, also to be split equally between program and the multi-purpose room in the lower level; 149 dues paying members. Plans in 2015 include continuation of the Amazon book sales (\$2367 earned YTD); food tent at the Fine Arts Show; and the launch of the donation wish list at the fair. Kathy asked about Board decision making re programs, she requested additional space for book sale support, and a dedicated area in the Library for

FOL materials. Board members and Kathy thanked one another for the mutual cooperation that exists between the two organizations.

- 3. Lower Level Project Status.** Jackie and Mike distributed handouts reflecting projected furniture costs for the multi-purpose room. Chairs, tables, storage carts and a coat rack will run approximately \$4000. Hopefully, some portion of this expense may be covered via donations. Board members were happy with the product choices, but a purchase decision was put over until the June meeting pending discussions with the Lions and Lioness' about bulk purchasing and decisions yet to be made about electronic components to enable the room to be put into use. Discussion followed re open punch list items in the lower level and probable additional needs.

- 4. Update remote learning and AV options.**
 - **Review Ty Rayala budgetary estimate-classroom av/sound.** Mike reviewed and compared the differences in the two estimates he received from Great Escape Technologies to install the multimedia electronics in the multi-purpose room should the Board decide to equip the room on its own, without assistance from Nicolet. He indicated the work could be done in stages, if need be, and that Ty is willing to come to a future meeting to discuss the equipment in greater detail.
 - **Review Nicolet email/next steps.** Acknowledging that it will take a while for Nicolet to ascertain its interest in establishing a remote learning center in or around PI, much discussion followed re the Board's interest in continuing to explore Nicolet possibilities. Following considerable discussion, the consensus was to move forward with the exploration, but to also simultaneously proceed to equip the room for expected local Library and patron use in the interim. To that end, Mike agreed to invite both Nicolet and Great Escape Technologies to a special meeting to discuss their concepts.

- 5. Open House for Lower Level.**
 - **Draft bullet points for open house.** Mike distributed a draft two page outline highlighting the two phases of development of the multipurpose room for possible use as talking points at the upcoming open house. Edits were circulated and the document will be further refined at the June Board meeting.
 - **Schedule for Hosts and refreshments.** Board members volunteered for 2 ½ hour shifts at the open house, as well as book sale set up and takedown shifts, and all are to furnish 2 dozen cookies each for refreshments at the open house. Beverages will be lemonade and coffee.

NEW BUSINESS

1. Elevator/phone charge. When the basement becomes officially open to the public, the Town will cover the new monthly elevator emergency phone charge. Until then, the \$38 monthly expense will be an unbudgeted Library charge.

2. Miscellaneous. None

Public comment – None.

Next meeting date – June 9, 2015 at 4 pm. Bob Berdan will not be present.

Adjournment – Meeting adjourned at 6:07 pm