

**PRESQUE ISLE COMMUNITY LIBRARY  
BOARD OF TRUSTEE SPECIAL MEETING MINUTES  
November 4, 2015**

1. **Roll Call of Members** – The Board meeting was called to order by Board Secretary Bob Berdan at 4:04 pm, due to the resignation of Board President Kay Lorbiecki. Board members Jackie Bassett, Robert Berdan, Mike Czarny, Brian Derber, Adam Johnson and Carol Stone were present. Library Director Pam Eschenbauch was absent, because of her library conference attendance.
2. **Agenda Approval** – Due to the unanticipated resignation of the Board President, Bob suggested the Agenda be modified to begin with the election of an Acting President. It was further suggested that the Board Vacancy committee provide a status report, and that the business items be reordered as follows for discussion and possible Board action: 3) Review of Bylaws, 4) Library Director Job Description, 4) Library Director Employment Contract, and 5) Personnel Policy.
3. **BUSINESS**
  - a. **Acting President** –Upon the motion of Brian Derber, with a second by Jackie Bassett, the Board appointed Bob Berdan to serve as acting President and Mike Czarny to serve as acting Secretary for the balance of the calendar year. Following discussion, the motion was unanimously approved.
  - b. **Board Vacancy Committee Report** – Bob distributed copies of the two letters received from persons interested in service on the PICL Board, Pam Whipple and Brenda Schuppe. Following discussion about the Town’s need to have any recommended appointments for consideration and action at its December meeting; Carol’s expressed willingness to remain of service to the Board for one additional year, and the Board’s desire to try to even out Board term expirations in future years, the Board Vacancy Committee agreed to endeavor to conclude its interviews and make its recommendations for Board appointment(s) at the November 10<sup>th</sup> Board meeting. Brian Derber indicated he sent a resignation letter to the Town, effective 12/15/2015. Christine Wallace (NLES) will be his replacement starting 1/2016.
  - c. **Review of Bylaws** – Bob Berdan led discussion and captured suggested corrections. Final draft to be distributed by 11/6, for final Board review/approval on 11/10/2015.
  - d. **Library Director Job Description** – Mike Czarny led discussion and captured suggested corrections. Final draft to be distributed by 11/6, for final Board review/approval on 11/10/2015.
  - e. **Employment Contract** - Bob Berdan led discussion and captured suggested corrections. Final draft to be distributed by 11/6, for final Board review/approval on 11/10/2015.
  - f. **Personnel Policy** - Mike Czarny led discussion and captured suggested corrections. Final draft to be distributed by 11/6, for final Board review/approval on 11/10/2015. (Adam Johnson left for another commitment at ~6:10 pm.)
  - g. **Miscellaneous.** Bob Berdan will finalize/post the 11/10/2015 Agenda ASAP. Decision on a revised December Meeting Date on hold till 11/10/2015.
4. **Public Comment** - None
5. **Adjournment.** On the motion of Brian, with a second by Jackie, the Board adjourned at 7:19 PM.
6. **Next Meeting:** Tuesday November 10, 2015 at 4 pm. Lower library room.