

PRESQUE ISLE COMMUNITY LIBRARY
BOARD OF TRUSTEE MEETING MINUTES
October 13, 2015

Roll Call of Members – The Board meeting was called to order by Board Secretary Bob Berdan at 4:04 pm due to the unanticipated illness absence of Board President Kay Lorbiecki. Board members Jackie Bassett, Robert Berdan, Mike Czarny, Brian Derber, and Carol Stone were present. Also absent was Adam Johnson. Library Director Pam Eschenbauch was also present, as well as three of the Officers of the Friends of the Presque Isle Community Library, Kathy Sprester, President, Carmen Farwell, Secretary, and Ronie Jacobsen, Treasurer.

In the absence of Kay, Brian made a motion requesting Mike to Chair the meeting which Carol seconded and all approved, with Mike abstaining. Mike agreed to Chair the meeting.

Agenda Approval – With the deletion of the consideration of item 2 under New Business at the request of the FOL, on the motion of Brian Derber, with a second by Bob Berdan, the meeting agenda was unanimously approved.

Minute's Approval – Upon the motion of Bob Berdan, with a second by Carol Stone the September meeting minutes were unanimously approved as published.

FOL Board Discussion of needs, goals, progress and direction for 2016 - Kathy Sprester thanked the Board for the opportunity to get together and encouraged the Board to give consideration to a joint meeting to discuss mutual goals. The Board agreed. She recapped the 2015 efforts of the Friends to assist the PICL Board to complete, furnish and equip the lower level and expressed disappointment that the PICL Board hadn't yet provided timely thanks to the Friends for their large and most gracious donation. Acknowledgement from the Board would facilitate their annual member update and 2016 solicitation. Procedures were discussed and agreed upon to better share information between the two organizations on a timelier basis, inasmuch as Board thanks had been formalized but not yet communicated. Plans were also agreed upon to publically celebrate the FOL donation to purchase the lower level AV equipment, following its approval at this meeting. Such publicity will also assist the FOL to commence work on one of its 2016 goals: to do more in the way of programs for the Library taking advantage of the lower level space and its state of the art equipment. That emphasis may in turn help with another of the Friends 2016 goals, 5% membership growth. Kathy also suggested a means to ensure the Board was acting on formal requests from the Friends as opposed to individual member desires. She distributed a folder to each Board member containing contact information, Bylaws, membership history and the organization's 2015 financial statement as created and explained by Ronie Jacobsen. The FOL is in good shape financially and organizationally, and the Board is lucky to have such a strong partner. (At the conclusion of the FOL discussion, Kathy, Carmen and Ronie left the meeting).

Treasurer's Report – Carol distributed the October 2015 Treasurer's Report. Carol noted the Northern Waters Collection dollars are now fully expended and that the lower level payments of \$40,129 to date do not include the recent purchases of tables, chairs and carts. On p.2 of the report, Carol drew the

Board's attention to the \$1544 dollars received last month from donations, the largest one month total she's recorded. The amount came from the liquidation of a local 501(c) (3) organization and the gratuity from a wedding performed by the Town's Municipal Judge. Carol also was successful in tracing an Art Program donation made through the Town and will use same to defray the cost of the art hangers used in the lower level. Upon a motion by Jackie Bassett, with a second by Brian Derber, bills to be paid in October were unanimously approved in the amount of \$4,146.79.

Library Administrator's Report – Pam passed out the September 2015 Circulation Report and in response to a question indicated that the report likely cannot be distributed in advance of the meeting inasmuch as much of the data comes from Northern Waters and arrives just prior to our meeting dates. In answer to an additional question, she indicated that the 50% headcount decline month over month represents the Fine Art Show bubble in August. Pam also distributed her 2016 computer replacement request for two machines based on the Northern Waters 5 year replacement schedule which she shared with the Board (copy attached). She opined that neither the staff computer nor the public access computer necessitates a new monitor. Carol moved, and Jackie seconded a motion to approve the acquisition of one staff PC at a cost of \$699.99 and one patron PC at a cost of \$580.02. The motion carried without opposition. Further discussion followed regarding a means to smooth out the five year replacement cycle. Pam also distributed, for Board reading, a NWLS Technology update and the PICL 2014 Annual Report Statistics. Pam agreed to inquire of NWLS when its member libraries will disclose the revenue contributions for budget planning purposes.

OLD BUSINESS

- 1. Merlin/NWLS reports.** Nothing to report, but Mike urged Pam to update the NWLS email list as he is not yet receiving NWLS information releases.
- 2. Library Director Review, final draft.** On the motion of Bob Berdan with a second by Brian Derber, this topic was tabled to the next meeting when Kay is present. The final draft has been reviewed by all Board members in attendance, but needs to be put into final form and signed by Kay, Brain and Pam before acceptance by the Board. Unanimously approved.
- 3. Library Director Search Committee.** Mike summarized the steps he, Brian and Adam have taken since the September meeting to ready the Board to hire a replacement Library Director. He shared that the search committee's conclusion is that in anticipation of a new hire the documentation used for the LD position needs to be updated. Three key documents are the Employment Contract, the job description and an itemization of the employee benefits/work rules. The Committee has modeled drafts of these latter two documents from DPI Model forms, incorporating information from Pam's current and prior contracts as warranted. He noted that the Board will need to consider and decide whether a formal "personnel policy," as drafted by the committee should supplant the current abbreviated work rules incorporated into Pam's contract. He suggested a special Board meeting in the near future to specifically address these issues. He noted the Committee is in the process of scheduling meetings with surrounding area Library Directors and Board members to

benchmark, and hopes to have same completed before month end. He recommended the special Board meeting not be held until that process is complete. Current plans call for meetings with Manitowish Waters, Boulder Junction, Mercer, Land O' Lakes and Winchester. Mike noted that the Town will be discussing LD Contract ramifications at its meeting on 10/15, so he plans to attend (others are welcome) and Bob is to update the Town's attorney on the status of PI's efforts, and secure concurrence of counsel.

- 4. Board Vacancy Committee.** Bob reported that the Town's ad for interested Library Board applicants has a submission deadline of November 1st. To date, no expressions of interest, other than the letter from Pam Whipple, have been received. Bob also updated the Board on the efforts to ascertain the most current Bylaw language governing Board vacancies. He suggested Restating the Bylaws to clarify the correct version and advised the Board of the 10 day notice requirement to accomplish same.
- 5. 2016 Budget.** Carol confirmed that the Town plans to administer 1% rather than 3% salary increases for 2016, and Carol distributed a revised 2016 Library Budget based on the percentage change. Brian moved and Bob seconded a motion to approve the revised budget dated October 6, 2015 as distributed by Carol, and same was unanimously approved. Carol also, for information purposes, itemized the benefit package awarded to Town employees, including those employed by the Library.
- 6. Lower Level project ongoing projects.** Carol reported that everything is done, save for the coat rack, ceiling light fixture, and closet curtain. Jackie will immediately order the coat rack so the cost can be included in November payables, and it is anticipated that both the light fixture and closet screening can be done without cost, through Board member efforts. Next month's financials should include the total outlay for the lower level.
- 7. Lower Level AV Project Funding.** After discussing the results of Kay's research re bidding protocols, Brian moved and Jackie seconded a motion to administer the AV purchases for the lower level separate from the construction phase; to procure the equipment recommended to the Board by Ty Rayala for same, including a dedicated laptop (possibly secured through Northern Waters); all acquisitions to be from donations to be secured from the generous donation from the FOL; and to be paid through the Town. The motion carried unanimously. Carol Stone is to serve as project manager and Pam is to coordinate the publicity for a photo opportunity and press release with the two local papers re the FOL donation and its purpose. It is the Board's hope to complete the AV equipment acquisition and installation before year end. Pam is also to coordinate with NWLS and Ty to ensure that the laptop computer is adequately sized to meet the specs as drawn by Ty and either acquired as part of the annual NWLS computer purchase or otherwise NWLS software equipped.

- 8. Storage Room Use Policy.** No changes were recommended to the policy as reviewed at last month's meeting. On the motion of Bob, with a second by Jackie, the Board unanimously adopted the Lower Level Storage Space Policy and its accompanying application form. Pam indicated she already has several requests for space. She is to ask those applicants and others currently using the space to submit applications for Board consideration and approval in November or December. Mike encouraged Carol, Jackie and Pam to confirm the optimum table and chair cart locations and to reflect same on the space schematic to be appended to the application form prior to seeking applications. All agreed.
- 9. Policies/Bylaws digitized progress status.** Library record keeping is currently a mix of paper, staff computers, the Town's Website and the Library Website, but as Mike has learned, NWLS no longer provides backup services for member Library computers. Mike suggested an inexpensive means of retaining policies et al might be to place them all on the Library website, where routine backups are made by NWLS. As Secretary, Bob has the ball in his court, but further work on reviewing and adding additional policies will be a 2016 project. Mike recommended all Board members look at the Boulder Junction website as a good model for policies and procedures and storage/backup.
- 10. Board Annual Calendar Changes Review.** This item was tabled to November to permit Kay to participate and due to the late hour.

NEW BUSINESS

- 1. Book Cart for children's display.** Pam observed that everyone she has canvassed likes the two carts she is using in the children's area. A decision will need to be made w/r/t the tables which the carts have supplanted. Pam will arrange to pay Winchester for the two tables.
- 2. FOL Request.** Removed from agenda.
- 3. Art Exhibits.** Tabled
- 4. Miscellaneous.** None.

Public Comment. None

Next Meeting Date 11/10/2015

Adjournment. On the motion of Brian, with a second by Bob, the Board adjourned at 6:18 PM.

Computer	Model	Replacement Date
PICAT	3020 SFF	11/1/2019
PICIRC	3020 SFF	11/1/2019
PIDIRECTOR	380 DT	4/1/2015
PIPUBLIC2	390 MT	9/1/2016
PIPUBLIC3	3020 MT	3/1/2019
PIPUBLIC4	3020 MT	3/1/2019
PIPUBLIC5	3020 MT	3/1/2019
PIPUBLIC6	380 DT	4/1/2015
PIPUBLIC7	390 DT	4/1/2017
PIPUBLIC8	390 DT	4/1/2017
PIPUBLIC9	3010 MT	4/1/2018
PIPUBLICNB1	N/A	N/A

— 2 B replaced w/o ^{new} monitor

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