

**PRESQUE ISLE COMMUNITY LIBRARY
BOARD OF TRUSTEE MEETING MINUTES
September 15, 2015**

Roll Call of Members – The Board meeting was called to order by Board President Kay Lorbiecki at 4:04 pm. Board members Jackie Bassett, Robert Berdan, Mike Czarny, Brian Derber, Kay Lorbiecki and Carol Stone were present. Absent was Adam Johnson. Library Director Pam Eschenbach was also present.

Agenda Approval – With the addition of the consideration of the 2016 Budget under New Business, on the motion of Bob Berdan with a second by Jackie Bassett, the meeting agenda was unanimously approved.

Minute's Approval –After several corrections suggested by Carol, the minutes of the August 18, 2015 meeting were unanimously approved upon the motion of Brian Derber with a second by Jackie Bassett. Bob is to make the necessary corrections and distribute same.

Treasurer's Report – Carol distributed the September 2015 Treasurer's Report. Carol noted the \$45 over budget expenditure in programs will be recouped from a Lioness donation. She also mentioned that the over budget expenditures for telephone (due to the unbudgeted elevator phone) will be somewhat made up once the eRate reimbursement is received. By month end, all Merlin and NWLS program earmarked monies will be expended, but no further program expenses are contemplated before year end. In response to a question from Jackie, Carol agreed to trace an Art Program donation made through the Town so as to get it properly credited as a Library donation. Upon a motion by Bob Berdan with a second by Kay Lorbiecki, bills to be paid in September were unanimously approved in the amount of \$5,095.77.

Library Administrator's Report – Pam indicated that the PICL will host a NWLS cataloging workshop on 9/3. Pam would like to attend a WLA workshop in Middleton on November 3-6. The cost is \$175 plus a \$63 fee to renew the PICL WLA membership. Pam will stay with relatives to avoid hotel charges. On the motion of Carol Stone, with a second by Jackie Bassett, the Board unanimously approved Pam's attendance at this seminar. Pam passed out the August 2015 Circulation report after verifying the accuracy of the August 2014 comparison figures. Year over year the Library is seeing a huge jump in e-media and programs. Pam plans to resume story time for children and open it up to all interested children, not just those of pre-school age.

CLOSED SESSION Library Director Annual Review – Upon the motion of Bob Berdan, with a second by Kay Lorbiecki, the Board unanimously agreed to move into closed session at 4:34 PM for the purpose of discussing the Library Director's 2015 performance and discuss the draft written performance review. Library Director Pam Eschenbach was excused from the meeting during the closed session.

Following discussion of the Library Director's 2015 performance and the draft of her written performance review, the Board unanimously agreed to return to open session at 4:51 PM on the motion of Bob Berdan with a second by Carol Stone. Library Director Pam Eschenbach was asked to rejoin the

meeting. When Pam returned, Board President Kay Lorbiecki thanked Pam for her service YTD and expressed hope that Pam would secure more help in reshelving the collection. The written review is to be signed once Pam's suggested revisions to soften some comments are shared and agreed upon.

OLD BUSINESS

- 1. Merlin/NWLS reports.** Nothing to report.
- 2. FOL Report.** Jackie reported that the FOL has indicated a desire to fully fund the Library's proposed acquisition of AV Media as proposed and discussed by the Board at prior meetings (cost = approximately \$12000). Kay agreed to explore whether a formal bid process is necessary before any purchases are made. The Board by unanimous acclamation thanked the FOL for their ongoing generous support. The Friends netted > \$1000 from the Book sale and Fine Art Show food tent, and is planning a quilting event for next year.
- 3. Lower Level Project on-going status.** Trimming of picture hangers is to be done by Al Eschenbach. Pam will ask him to also cut and hang the art display hangers for the bathroom. An informal quote of \$1500 was obtained to close off the North storage area from the hall, so hanging an Art Camp canvas instead will be explored. The tables, additional chairs and carts are on order and should be delivered before month end. To facilitate posting and quotes for the AV Media equipment, Bob moved and Jackie seconded a motion to approve the equipment specifications as recommended to the Board by Ty Rayala, including a wall mounted projection screen. Motion carried. Finally, Carol reported that the electrician has now completed the relocation and wiring of the smoke detectors.
- 4. Storage Room Use Policy.** Per the direction of the Board at the previous meeting, Bob had drafted and distributed a proposed Lower Level Storage Space Policy, together with a Lower Level Storage Space Application, a set of Lower Level Storage Rules, and a Storage Space schematic (drawn by Carol) to use with a space application. This was a first reading of same. Anyone with comments or suggestions is to contact Bob. The policy will be considered and acted on at the next Board meeting.

NEW BUSINESS

- 1. Appoint Board Vacancy Committee.** The President asked Bob and Jackie to again be the Committee, and each agreed to serve. In response to questioning, Carol indicated a willingness to consider remaining on the Board providing no one steps forward to serve. Bob thereafter received and read portions of a letter given to Bob by Pam Eschenbach from Pam Whipple. Pam Whipple's letter expressed interest in a Board appointment either in 2016, if Carol chooses not to remain on the Board, or 2017 if she is reappointed.

- 2. Appoint Library Director Search Committee.** Kay noted that three important constituencies should be involved in assisting to retain a successor to Pam upon her planned retirement from service in 2016: the Library Board, the Town, and the North Lakeland Elementary School District. Accordingly, she announced her intention to create a search committee consisting of Mike Czarny, (Board); Adam Johnson (Town – to be confirmed); and Brian Derber (NLES representative until January, at which time he will be succeeded by Christine Wallace). Bob agreed to serve as the Committee’s scribe inasmuch as he has been in contact with the Town’s counsel concerning the Library Director’s Contract and Job Description. Pam also indicated a willingness to participate in helping to create a realistic Job Description. She also shared that as a result of discussions with DPI, it is her intention to give the Board ninety days advance notice of her forthcoming retirement date.
- 3. Donations for Resale Policy.** Kay observed that the Library is not equipped to administer the sale of donated art and collectibles as a revenue source. She announced that the existing inventory of such items will be provided to the FOL for the purpose of trying to sell same. Jackie moved and Mike seconded a motion to adopt a Donations Policy allowing the Library to accept only donations of books and media, for the Library’s collection. The motion carried unanimously. A copy of the Donations Policy, as approved, is attached to these minutes.
- 4. Policies/By Laws digital format.** With the express purpose of putting key documentation online, Mike is to gather all existing policies and the current By Laws. Bob and Pam are to share the documents each has so Mike can begin cataloging and formatting.
- 5. Board Annual Calendar Changes.** It was acknowledged that the calendar, after a year of use, needs modifications. Kay will submit suggestions to Mike and an updated calendar will be created and distributed for discussion at the next meeting.
- 6. Discuss/Approve 2016 Budget** Carol distributed a proposed 2016 Budget in the amount of \$64,648 for the Town’s consideration, acknowledging that certain of the more minor revenue sources will not be fixed until later in the year. Carol subsequently reprinted the proposed budget, correcting a numerical typo and including a 2015 comparison column. A copy of said Budget as unanimously approved by the Board is attached to these minutes.
- 7. Miscellaneous.** Pam informed the Board that the Winchester Library has three small vertical display carts for sale at \$100 each. One or two of these carts might facilitate the Children’s Books display and could therefore be purchased using FOL monies previously contributed to enhance the Children’s area. Pam will have one such cart delivered to permit Board members to see it.

Public comment – None.

Next meeting date – October 13, 2015 at 4 pm. FOL will attend.

Adjournment – Meeting adjourned at 6:09 pm

Donations Policy

The Presque Isle Community Library is not equipped to accept gifts of any physical property, except books and media, for the Library's collection. Books and media intended for the Library collection must be agreed to by the Library Director, before donation.

Proposed 2016 Budget

(to be supplied by Carol)

