

APPROVED MINUTES - Presque Isle Community Library - Board of Trustees	
Meeting Category:	Regular Meeting
Date :	Tuesday January 12, 2016
Time :	4:00 pm
Location :	Lower Level Library Meeting Room
<b>All Approved Board minutes will be posted on the Presque Isle Community Library website at :</b> <a href="http://presqueisle.wislib.org/index.php/about-us/library-board-of-trustees/board-minutes">http://presqueisle.wislib.org/index.php/about-us/library-board-of-trustees/board-minutes</a>	

- 1) Call to Order - 4:05 pm. Bob Berdan welcomed our two (2) new board members - Christine Wallace from NLES and Brenda Schuppe.
- 2) Roll Call of Members / Introduction of Visitors
  - a) Board members present - Adam Johnson (AJ), Bob Berdan (RJB), Carol Stone (CS), Christine Wallace (CW), Brenda Schuppe (BDS), & Mike Czarny (MC)) Also present, Library Director Pam Eschenbauch (PE). Absent - Jackie Bassett (JB)
  - b) Visitors - None
- 3) Agenda approval/modification - Lib Dir Rpt - Add Feb Dir Office Hrs to item 7 on monthly basis. CS - motion / AJ - 2nd. Unanimous vote.
- 4) Approval of Minutes - (December 15, 2015) - Due to NWLS network issues, Pam's corrections did not come through. Item 7.b.i - Director Certification update - change to "Pam needs to acquire a total of 100 credits (10 tech) required." Item 7.c. - change to " Pam verbally suggested that Board members wishing to meet with her in off hours might do so either Tues & Thurs 10-12 or make an appointment." CS - motion / MC - 2nd. Unanimous vote. Post to PICL website. RJB to forward approved minutes mailing list to MC for update/consideration. MC to add note to future minutes about web posting. PE to add note to library website.
- 5) Election of officers for 2016 - CS presented the slate of officers for 2016. Pres - R. Berdan, Treas - C. Stone, and Secy - M. Czarny. The slate was adopted. CS - motion / AJ - 2nd. Unanimous vote.
- 6) Treasurer's report
  - a) Action on bills to be paid - Bills in the amount of \$4106.50 were reviewed. AJ- motion / MC- 2nd. Unanimous vote.
  - b) Review of 2015 Budget - CS provided an excellent review and introduction for new board members of the 2015 budget; various categories, specific projects, signature authorities, and encumbered accounts.
- 7) Library Director's Report / NWLS & Merlin Reports
  - a) **New Trustee Notebooks** - current documents distributed to two (2) new board members.
  - b) **Annual Report** - Item was moved to February on Board Calendar.
  - c) **Director's Office Hours** - Feb - Pam verbally suggested that Board members wishing to meet with her in off hours might do so either Tues & Thurs 10-12 or make an appointment. Pam requests change to appt only and striking of office hours.
  - d) **Library Director - circulation of NWLS course reports.** Pam will circulate these to board members electronically, once the NWLS system returns online.
  - e) **Librarian Assistant** - PE provided a new job description. An ecopy will be sent to MC, once the NWLS email is back up.
  - f) **NWLS outage** - Some board discussion occurred about the recent NWLS outage. PE will investigate alternate email as backup systems.
- 8) Committee Reports & FOL Update
  - a) **Board Search Cmte** - The board needs to identify - appoint (1) additional member to the committee to replace Brain Derber. MC provided a synopsis of potential key issues for future consideration by the board.
  - b) **FOL** - CS reviewed recent highlights from the FOL board meeting, which met just prior to the PICL board meeting. Membership response continues to be strong and ahead of last year. The FOL is focusing on increasing library usage by building meeting room programs - ie- movies, Science on Tap, Learning in Retirement et. al. RJB to meet with Kathy Sprester to discuss future strategy session(s).
- 9) OLD BUSINESS:
  - a) **Lower level project completion** (lighting & fan noise) - CS reported on electrical estimates to upgrade to motion light switches in the stairwell (~\$600) and the downstairs entryway (\$300). The stairwell light upgrade was tabled due to price. The entryway light was approved. RJB- motion / BDS - 2nd. Unanimous vote. Assessment of noise

levels associated with the fan, duct work as well as functionality of 3 existing thermostats still under investigation by Badger heating and Rodgers.

- b) **Lower Level AV status report** - CS reported on cost estimate by Ty Rayala for the back room AV Podium connection to be \$400.76. The board approved the expenditure. CS- motion / BDS- 2nd. Unanimous vote. Carol will contact Ty Rayala to set up training in the upcoming week(s), for perhaps 2 groups. Per AJ's suggestion, the 1st group should be small and focused. Ty to provide training, written-laminated instructions and e-copies.
- c) **Storage Room Policy - requests/approvals**- CS and PE reported FOL has formally moved into their assigned storage. Lioness group requested space for 4 shelves in north storage area behind AV screen. Board approved request - CS- motion / RJB - 2nd. Unanimous vote. CS to schedule work party to "thin out" north wall storage area and make room for podium storage. The board decided there is no future need for the wooden chairs stored in the back area. PE will contact other libraries. MC will post on Craig's List for \$25. If no takers by July - move to Lions rummage sale (PE)

10) NEW BUSINESS

- a) **2016 Budget Review**- CS provided a thorough review of 2016 budget. CS will issue new copy in Feb with one minor correction in Salary (Asst).
- b) **Board Annual Calendar & Contacts List** - Both calendar and contacts list circulated in advance. MC reviewed process for calendar assembly. One minor correction - Annual Rpt review / signoff moved to Feb.
- c) **Board Terms** - RJB presented table outlining board member terms, for future planning.

Member	Term exp.
Brenda Schuppe	12-2018
Christine Wallace	12-2018
Bob Berdan	12-2016
Carol Stone	12-2017
Jackie Bassett	12-2017
Mike Czarny	12-2017

- d) **2016 Committee Appointments** - RJB presented recommendations for committee appointments. The board approved the president's recommendations - RJB- motion / MC - 2nd. Unanimous vote. RJB briefly noted the board needs to investigate and upgrade library director annual review documentation, later in the year, for use in 2017.

Committee	Chair	Member	Member
Budget	CS	BDS	JB
LRP / Strategy	RJB	MC	AJ
Policy	MC	CW	BDS
Director Perf. Rev.	RJB	CW	AJ
FOL Liaison	JB	CS (backup)	
Director Search	MC	AJ	OPEN

- e) **Artist of the Month/ LL art displays**-PE handed out brochures for NLES displays. RJB reviewed efforts to identify an art coordinator for PICL. Efforts will continue. CW discussed potential collections at NLES and LUHS. CW will follow-up.
- f) **Miscellaneous** - Discussion on possible revenue collection/sharing with PI for events that use the downstairs. MC to include in policy review efforts. MC noted funds as potential reserve for new copier.

11) Public comment - None

12) Adjournment - 6:44 pm - RJB- motion / MC - 2nd. Unanimous

**Next meeting date: February 9, 4:00 PM Lower Level**

**This is an image of the original posted Agenda, for Archive Purposes**

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  - a) Action on bills to be paid
  - b) Review of 2015 Budget
- 7) Library Director's Report / NWLS & Merlin Reports
  - a) New Trustee Notebooks
  - b) Library Director - circulation of NWLS course reports
  - c) Librarian Assistant - Written job description (copy and efile) to policy group
- 8) Committee Reports & FOL Update
  - a) Board Search Cmte
  - b) FOL
- 9) OLD BUSINESS:
  - a) Lower level project completion (lighting & fan noise)
  - b) Lower Level AV status report
  - c) Storage Room Policy, requests/approvals (Lioness)
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  - b) Board Annual Calendar & Contacts List
  - c) Board Terms
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