

<b>APPROVED MINUTES - Presque Isle Community Library - Board of Trustees</b>	
Meeting Category:	Regular Meeting
Date :	Tuesday April 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 : <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></b>	

- 1) Call to Order: Bob Berdan - 4:04 pm
- 2) Roll Call of Members / Introduction of Visitors
  - a) Board members present -, Bob Berdan (RJB), Carol Stone (CS), Christine Wallace (CW), Jackie Bassett (JB) & Mike Czarny (MC)) Also present, Library Director Pam Eschenbauch (PE). Absent (Excused): Adam Johnson (AJ) and Brenda Schuppe (BDS).
  - b) Visitors - NONE
- 3) Agenda approval/modification: NONE Approved as is - MC - motion/CW - 2nd. Unanimous vote.
- 4) Approval of Minutes - (March 15, 2016 ) - Minor change by PE at 8h - Azure disk changed to RTI. MC-motion /CS - 2nd. Unanimous vote.
- 5) Treasurer's report
  - a) Change of status to Amazon Assoc. vs Amazon Business somewhat problematic. CS to investigate loss of rebates and report for May.
  - b) PE / CS to check into rebates from Trigs / Coontail and report back in May. PE to clarify ad campaign if needed (FYI / website).
  - c) Action on bills to be paid: Amount of \$4094.91 approved. JB - motion/MC - 2nd. Unanimous vote.
- 6) Library Director's Report / NWLS & Merlin Reports
  - a) Circulation report to include new groups (genealogy, movie night, science on tap, etc)
  - b) Artist of the Month, Library collaboration update (PE & JB) – Schedule set thru OCT. Upstairs changeover after ~2 months.
  - c) Bookfest update – PE reports Skype setup possible. Live stream of author presentations from other libraries planned but still to be defined.
  - d) Inventory – REINVENTORY efforts on adult non-fiction - "Blackhole" items reduced from ~3000 to ~ 900.
  - e) Google DOCS training – Target Lorine - schedule session just before May board mtg.
- 7) Committee Reports & FOL Update
  - a) Policy Committee - MC handed out tentative list / schedule for remainder of work.
  - b) LRP/Strategy Committee– Met on 4/16 (RJB, AJ, MC) – discussed future staffing, surveys, & other ideas. Reviewed NWLS and DPI data. Schedule future special Board Mtg to review and discuss impacts on future hire.
  - c) FOL – JB- no meeting report.
- 8) OLD BUSINESS:
  - a) Lower level project completion (motion lights and dimmers) – (CS) waiting on equipment / carry forward to May
  - b) Lower Level AV status report
    - i) Still waiting to complete punch list items (PE). (Cable lock, laser remote pointer, signage, instructions, troubleshooting, service agreement)

- ii) Order document camera – PE (project was approved earlier)
  - iii) Lectern Cover(JB) - Order lectern cover - \$100. JB - motion/CS - 2nd. Unanimous vote.
  - c) Disaster and Emergency Policy
    - i) Update knowledge of fire alarm reporting (PE)
    - ii) Redefine response(s) for volunteers and alarm panel reset (CW / PE)
    - iii) Resubmit in May for review / approval (CW)
  - d) Internet Use Policy and Equipment Policy and Agreement
    - i) Condense Points (CW)
    - ii) Resubmit in May for review / approval (CW)
  - e) Lower Level Storage Space Policy - Approved CS - motion / JB - 2nd. Unanimous vote.
  - f) Use of Google Docs & Open records retention: RJB – Trial for agenda commenting / viewing works-continue.
- 9) NEW BUSINESS
- a) LD Search Committee
    - i) Travel expenses for interviewees - No precedent within Town. Board agrees with past direction.
    - ii) Certification training for LD candidates – PE to check past records for PI Town reimbursement. Direction may be to reimburse coursework up to ~\$1000 / yr
  - b) Volunteer/FOL Recognition event update
    - i) Hard date for Weds May 11, 2016 – 6:30 pm PI Community Ctr
    - ii) Coordinate efforts, Invites, Reservations, headcount (PE)
    - iii) Pizza & Beer (RJB)
    - iv) Wine & Paper products (JB)
    - v) Brownies & Water (CS)
    - vi) Salad & Paper Products (PE)
    - vii) Soda (CW)
  - c) Annual PI Town Meeting- April 19, 2016 @ 7:00 pm - Talking - Bullet Points circulate for comment (CS)
  - d) Special Board Mtg / closed session per 19.85(1)(c) Wis. Statutes.
    - i) Schedule date and draft agenda in early June (RJB)
    - ii) DELETE - Tentative points: review of NWLS / DPI data, thoughts for future library director hire, outline of hiring process.
- 10) Public comment - None
- 11) Adjournment: 5:48 pm : MC - motion/CS - 2nd. Unanimous vote.

<b>Next meeting date: Tuesday May 10th, 4:00 PM Lower Level</b>
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**This is an image of the original posted Agenda, for Archive Purposes**

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- 7) Committee Reports & FOL Update
  - a) Policy Cmte
  - b) LRP/Strategy Cmte
  - c) FOL
- 8) OLD BUSINESS:
  - a) Lower level project completion (lighting)
  - b) Lower Level AV status report
  - c) Disaster and Emergency Policy
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  - e) Lower Level Storage Space Policy
  - f) Use of Docs Open/records retention
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- 11) Adjournment  
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