

**APPROVED Minutes - Presque Isle Community Library - Board of Trustees**

Meeting Category:	Regular Meeting
Date :	Tuesday June 14, 2016
Time :	4:00 pm
Location :	Lower Level Library Meeting Room

**All Approved Board minutes will be posted on the Presque Isle Community Library website at :  
<http://presqueisle.wislib.org/index.php/about-us/library-board-of-trustees/board-minutes>**

- 1) Call to Order: Bob Berdan - 4:00 pm
- 2) Roll Call of Members / Introduction of Visitors:
  - a) Board members present - Brenda Schuppe (BDS), Bob Berdan (RJB), Carol Stone (CS), Jackie Bassett (JB), Adam Johnson (excused at 5 pm), & Mike Czarny (MC). Also present, Library Director Pam Eschenbauch (PE). Absent (Excused): Christine Wallace (CW)
  - b) Visitors - NONE
- 3) Agenda approval / modification: NONE Approved as is - MC – motion / BDS - 2nd. Unanimous vote.
- 4) Approval of Minutes - (May 10, 2016) Approved as is - BDS – motion / CS - 2nd. Unanimous vote.
- 5) Treasurer's report
  - a) Action on bills to be paid - \$4,792.15 - - Approved -MC – motion / JB - 2nd. Unanimous vote.
  - b) Update on rebates – Prior account information lost. Reapplied to Amazon for new account. Responsibility for future account maintenance to be defined on board annual calendar. PE will outline rebates process from Coontail on website and in local papers. Trigs has dropped out of library rebate programs.
  - c) Materials Account Discussion– Recommended WI minimums for materials in 2010 was ~\$11,000. The 2016 PICL materials budget is presently committed to expend \$7500. We anticipate a shortfall of ~\$4000. This gap is primarily due to reductions in NWLS contributions (~\$300), loss of Mead Witter contributions (~\$5000) and small reductions from the Town. PE will approach the FOL at FOL July meeting, to request donation help in the range of \$4000-4500 for the remainder of 2016. The Director and Treasurer do plan to carry some of these funds forward into 2017, as part of the normal 2017 fiscal cycle. In the absence of any other 2017 surprise funding sources or grants, the Board expects this fund gap will persist in the 2017 budget cycle and would look to the FOL for continued help. In an effort to control costs, PE will investigate curtailing standing orders for audio and large print books, as well as monitor expenditures more closely.
- 6) Library Director's Report / NWLS & Merlin Reports
  - a) NWLS will increase bandwidth (~2x) – small undefined PICL \$ contribution may be required.
  - b) Memory Cafe update - tabled
  - c) Google Docs training update- Training scheduled at 11 am June 21, 2016.
  - d) Retirement letter update – received. Target retirement date 12/31/2016, with some flexibility.
  - e) Elevator Issues – Reset required perhaps due to power outage. Costs to town.
  - f) Book sale – prep next Thurs 6/23 9 am
  - g) Ashland 7/12 – e-rate refunds may require filters on children's computers. PE to attend with board questions and develop better understanding of future impact, costs, or funding losses.
- 7) Committee Reports & FOL Update
  - a) Policy Cmte – MC handed out work progress table. No further committee meetings needed. Each person, as outlined, will work with PE to finalize their policy responsibilities by end July
  - b) LRP/Strategy Cmte – RJB, AJ, & MC met on 6/6/ 2016 to discuss topics for special meeting on June 21, 2016.
  - c) FOL - minutes received.
  - d) LD Search Cmte – MC handed out information packets for special meeting on 6/21.
- 8) OLD BUSINESS
  - a) Lower level project completion (lighting) – Installation / completion targeted for Weds 6/15
  - b) Lower Level AV update: doc camera purchase approved CS - motion/JB - 2nd. Unanimous vote. Laser pointer, use instructions, router – still pending (PE)

- c) Donations Policy – approved as modified. MC – motion / CS - 2nd. Unanimous vote. MC to finalize and post on web
- d) Material Selection and Collection Development Policy – approved as modified. CS – motion / BDS - 2nd. Unanimous vote. MC to finalize and post on web

9) NEW BUSINESS

- a) Special Board Meeting planning- met on 6/6/2016. Reviewed draft agenda. RJB to add review of mission statement for June 21. RB finalize.

10) Public comment : None

11) Adjournment: 5:42 pm. MC - motion/CS - 2nd. Unanimous vote.

**Special Board Meeting, June 21, 2016, 9:00am Lower Level**

**Next regular monthly meeting date, July 12, 2016, 4:00 PM Lower Level**

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

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- 7) Committee Reports & FOL Update
  - a) Policy Cmte ((Note bring calendars for future meeting scheduling)
  - b) LRP/Strategy Cmte
  - c) FOL
  - d) LD Search Cmte
- 8) OLD BUSINESS
  - a) Lower level project completion (lighting)
  - b) Lower Level AV update: doc camera, laser pointer, use instns
  - c) Donations Policy
  - d) Material Selection and Collection Development Policy
- 9) NEW BUSINESS
  - a) Special Board Meeting planning
- 10) Public comment
- 11) Adjournment

Next meeting date: Special Board Meeting, June 21st, 9:00am Lower Level?  
Next regular monthly meeting date, July 12th, 4:00 PM Lower Level