

Approved Minutes - Presque Isle Community Library - Board of Trustees

Meeting Category:	Regular Meeting
Date :	Tuesday November 8, 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: Bob Berdan (RJB), Carol Stone (CS), Christine Wallace (CW), Adam Johnson (AJ). Also present, Library Director Pam Eschenbauch (PE). Absent: (excused) - Brenda Schuppe (BDS), Jackie Bassett (JB), & Mike Czarny (MC).
 - b) Visitors: None
- 3) Agenda approval / modification: Approved as is: CS – motion / CW - 2nd. Unanimous vote. RJB called items for action out of order on the agenda to facilitate action on all items requiring a vote prior to AJ's planned departure at 4:30 PM.
- 4) Approval of Minutes - October 10, 2016. Approved as written CW motion / CS - 2nd. Unanimous vote.
- 5) Treasurer's Report
 - a) \$300.00 remaining for collection development, \$1000 donation, unencumbered, from Art Dubois.
 - b) Action on bills to be paid. Bills in the amount of \$4053.34 approved. CW motion / AJ 2nd. Unanimous vote.
 - c) 2017 –Budget Status Discussion.
 - i) Carol provided copy of proposed budget submitted to Town, including 2016 overages and 2017 suggested increase.
 - ii) The Town agreed to provide \$63000 for 2017 which amount include the 1x salary expense for the new LD upon obtaining her certification. (Amount estimated to be \$5,346).
 - iii) CS noted the NWLS Revenue for 2017 will be \$1,375, meaning the Library must contribute \$3657 for 2017 operations.
 - iv) Carol and Pam indicated that the cost of a high speed router to accommodate the increased bandwidth will be \$1362. CS moved and AJ seconded a motion to purchase the router using 2016 funds. The unencumbered Dubois donation may be used to help pay for this unbudgeted expense.
- 6) Library Director's Report / NWLS & Merlin Reports (Presented at end of meeting, following AJ departure).
 - a) Memory Café – PICL has withdrawn. New Library Director may reconsider in CY 2017.
 - b) PLSR Project– Tabled to December meeting.
 - c) Merlin – Meeting 11/10 in Ashland. Pam to attend and report in December.
 - d) Monthly Circulation Rpt - Distributed without discussion. Future changes deferred for new Lib. Dir.
- 7) Committee Reports & FOL Update
 - a) LD Search Cmte
 - i) On Boarding Plan. CJ moved, AJ seconded a motion to approve the 2017 goals listed in the plan and accept the plan as distributed. Unanimous vote.
 - ii) LD Contract. CW moved, CS seconded a motion to approve the LD Employment Agreement, as written. Bob asked that the Board to also re-approve the LD Job Description because same is on a one year review cycle, and, along with the Personnel Policy becomes an exhibit to the LD Employment Agreement. Motion by CS, second by AJ to approve the LD Job Description, without modification.
 - b) FOL (Presented at end of meeting, following AJ departure). CS reviewed the highlights of the November 1st, FOL meeting. Further contribution decisions will be suspended until 2017, after the new LD begins. Notes from Pam and Shelly have been received for inclusion in the newsletter, which will go to all tax roll addresses before year end. FOL agrees with CWs suggestion to change the time of the

retirement/welcome reception from 2-5 on January 25th to 4-7 on that date to permit working families to be able to participate. FOL will provide appetizers and desserts.

8) OLD BUSINESS:

- a) Personnel Policy revision – AJ moved, CS seconded a motion to approve RJB's recommended revisions to the Personnel Policy dated Nov 11, 2015, last revised Jul 12, 2016, as follows
 - i) Delete the second sentence of paragraph 5 d).
 - ii) Substitute new paragraph 17) Work Schedule Policy as distributed.
- b) Retirement/welcome reception. (Presented at end of meeting, following AJ departure). RJB is looking for a Board member volunteer to help plan and coordinate the event with the FOL. He will discuss the time change suggested by CW and FOL with Shelly, before finalizing the time. CW reported the NLES kids art will be on display for the party.

9) NEW BUSINESS

- a) Board goals for 2017. Approved at 7) a) i) above.
- b) Bank Signature Authority Policy. CS moved, CW seconded a motion to approve the Bank Signature Policy, as drafted. Unanimous vote
- c) Key Policy-CS moved, AJ seconded a motion to approve the Library Key Policy, as distributed. Unanimous vote
- d) Building Use Policy- Tabled to December meeting.

10) Public comment : (Presented at end of meeting, following AJ departure). CW noted that Library Cards will be issued at NLES for all students, based on their Town of residence.

11) Adjournment: 4:59 pm CW motion / CS 2nd - Unanimous vote

Next regular meeting date: December 13 2016, 4:00 PM Lower Level

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

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Date :	Tuesday November 8, 2016
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- 1) Call to Order
- 2) Roll Call of Members / Introduction of Visitors
 - a) Excused: Mike, Brenda, Jackie
- 3) Agenda approval/modification
- 4) Approval of Minutes - (October 11, 2016)
- 5) Treasurer's report
 - a) Action on bills to be paid
 - b) Budget Status
- 6) Library Director's Report / NWLS & Merlin Reports
 - a) High Speed Router request
 - b) Public Library System Redesign (PLSR) Project
- 7) Committee Reports & FOL Update
 - a) LD Search Cmte
 - i) On Boarding plan
 - ii) LD Contract
 - b) FOL
- 8) OLD BUSINESS:
 - a) Personnel Policy update approval
 - b) January 25th retirement/welcome reception 2-5 pm. Community Center
- 9) NEW BUSINESS
 - a) Board goals for 2017
 - b) Bank Signature Authority Policy
 - c) Key Policy - 2d reading
 - d) Building Use Policy -
- 10) Public comment
- 11) Adjournment

Next regular meeting date: December 13, 2016, 4:00 PM Lower Level

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