

**PRESQUE ISLE COMMUNITY LIBRARY
BOARD OF TRUSTEE MEETING MINUTES
November 12, 2013**

Roll Call of Members - The Board meeting was called to order by President Jeff Burke at 4:02 pm. Other members present included Brian Derber, Kay Lorbiecki, Carol Stone, Bob Berdan and Jackie Bassett. Library Director Pam Eschenbauch was also present, Adam Johnson was absent.

Agenda Approval – On the motion of Brian Derber, with a second by Jackie Bassett, the meeting agenda was unanimously approved as drafted by Board President Jeff Burke.

Minute’s Approval – The minutes of the October meeting were unanimously approved, upon the motion of Bob Berdan with a second by Brian Derber.

Treasurer’s Report –The November Treasurer’s Report for October expenditures, including bills to be paid, was distributed and discussed by Carol Stone. She noted that minor overages appear in expenditures as follows: Books, Videos and Audios appear to be over budget, but in actuality, donations from the Crab Lake Association and the Friends earmarked for collection development will make up the actual to budget shortfall; supplies, due to Azuradisk expenses, (which will be mitigated in the future due to a parts repair); PR, an expense once every three years; and telephone, which shortfall will be covered via unbudgeted income. Carol also drew the Board’s attention to the yearend remaining balance in Technology. The balance will be expended before year end due to a pending laptop purchase. Before year end Carol will be reconciling the expenditures with the Town to include Town expenditures for pavers and the Kathy Trzesniak memorial bench. The motion was made by Brian Derber, with a second by Jackie Bassett, to approve expenditures in the amount of \$3519.72, and the motion passed unanimously.

Library Administrator’s Report – Pam provided detail re her decision to acquire a laptop, in furtherance of Jim’s recommendation to augment existing Library technology. A Dell laptop, following installation of all the NWLS software, will plug into the libraries’ network and cost approximately \$1000.00. Pam distributed and discussed the October circulation report. October materials circulation is up over last year in all categories save films, which decline is likely the result of Netflix’s growing popularity. Pam indicated that the 2014 NWLS agreement is ready for signature by President Burke. She has reviewed same, and the PICL is in compliance with all member requirements. Pam mentioned the date of the Town’s Christmas celebration and explained the Library’s role in it. She also inquired about a date for the annual volunteer recognition party. Same was discussed and plans were established for a December 4th event at the Community Center.

OLD BUSINESS

1. Merlin/NWLS reports. Pam and Jeff both reported on the status of the ongoing discussions to merge NWLS’ Merlin interlibrary loan system with the comparable Indianhead and Wisconsin Valley systems to form a 23 County, 99 library sharing agreement in an effort to get in front of the State’s consolidation of service expectations. Project WIN as it is called (**W**isconsin Valley, **I**ndianhead, and **N**orthern Waters) has a vision statement, but at this juncture, the 3 systems are merely blueskying to identify concerns and issues and to answer member questions. The groups’ efforts are being supported by DPI. Pam recently attended a “WIN” planning conference that was very positive and upbeat. In response to questions from the Board, Pam

agreed to separate the Merlin & Wiscat data on her monthly circulation report to assist the Board in understanding the magnitude of potential additional responsibilities growing out of any such ILS merger. Additionally, Jeff updated the Board concerning the most recent NWLS Board meeting which he attended. He advised that the NWLS Board is also engaged in policy reviews; the NWLS Director is now a member of the Board of the committee of library development for the State; and Jeff introduced the topic of bandwidth options available to NWLS member libraries. In essence, additional bandwidth is available to PICL beyond its current 3.0mbs, but at an increased cost. However additional bandwidth may or may not be deliverable when needed, depending on other member library usage. Moreover, PICL demand only exceeds availability in the summer months, and based on the current system configuration, primarily only affects Wi-Fi users.

2. Lower level project status. Jeff is yet to meet with Bill. Hopes to do so soon.
3. Out of system use policy development-service charge- Ironwood. Kay reviewed what she has learned about Ironwood's charges to out of state patrons. This item will remain on the agenda, but is tabled, but the Board continues to monitor the extent of the Libraries out of state usage.
4. Policy reviews/discussion. Bob reviewed the current status of the Board's ongoing policy review efforts. A revised Privacy and Confidentiality Policy and Internet Use Agreement are before the Board for action, but the Board is awaiting the opportunity to first review an employee/volunteer confidentiality form that is to be appended to the relevant policy. Pam produced the form and a packet of other policies enacted from time to time by past Board's. Bob is to review and present these policies in bite sized batches at upcoming Board meetings.
5. Library Administrator's contract. Pam is to be furnished a copy of her 2014 contract in advance of the Board's December meeting where same is to be approved and signed by the Board.

NEW BUSINESS

1. Board Member term Expirations. At an upcoming meeting Jeff will share a list of term expirations for all Board members to verify that same is accurate.
2. Appointment of Administrator annual performance review committee. Kay and Brian will serve as the Board's performance review committee and plan to meet with Pam in January. A closed session of the Board will be held during the December Board meeting to enable the committee to secure Board member input re Pam's 2013 performance.
3. Donated Art. Carol and Kay led a discussion about the receipt and expectations re prints and original works of art proposed to be given to the Library for the possibility of sale/income. Following discussion, it was agreed that before any action is taken, Pam should secure a copy of a policy Board members recall was enacted to address such situations. In the meantime, no further such donations are to be accepted.
4. FOL. The FOL met, but minutes were not taken. However, a number of Board members attended the FOL meeting and reported on Pam Whipple's idea for augmenting book sales using Amazon.com. Eight friends have volunteered to assist in this fund raising initiative. Discussion

followed re space needs and necessary library staff support. On the motion of Bob and second of Carol, the Board unanimously agreed to support the FOL's efforts as follows: the Library Board agrees to donate hard cover fiction books to FOL to permit FOL to sell same on Amazon. Likewise pre-agreed rare volumes may also be donated for resale by FOL on specialty sites. Carol also reported that the FOL has generously donated \$3500.00 to augment the Library's 2013 collection enhancement expenses.

Miscellaneous Board Business – Kay urged the Board to find money to acquire quality hardware to display assorted rotating art pieces behind the circulation desk and on the walls in the discussion area. It was agreed to make this issue an agenda item at next month's meeting to enable Pam and Kay to secure information regarding prior purchases and a cost estimate for what is to be proposed.

Public comment – None

Next meeting date – December 10, 2013, at 4 pm

Adjournment – Meeting adjourned at 5:57 pm.