

**PRESQUE ISLE COMMUNITY LIBRARY
BOARD OF TRUSTEE MEETING MINUTES
November 18, 2014**

Roll Call of Members – The Board meeting was called to order by President Jeff Burke at 4:03 pm. Board members present were: Bob Berdan, Jackie Bassett, Jeff Burke, Brian Derber, Kay Lorbiecki, and Carol Stone. Library Director Pam Eschenbauch was also present. Adam Johnson was absent.

Agenda Approval – On the motion of Bob Berdan with a second by Carol Stone, the meeting agenda was unanimously approved as drafted by Board President Jeff Burke.

Minute's Approval -The minutes of the October 14, 2014 meeting were unanimously approved upon the motion by Carol Stone with a second by Kay Lorbiecki.

Treasurer's Report – Carol distributed the 2014 November Report for October Expenses and the November bills to be paid. Carol explained that the "Town Paid Unbudgeted" entries in the 10 Mo. and TBP Nov columns are Collection Development expenditures which will be repaid to the Town through encumbered collection development funds. She further explained that the \$500 donation received in October is from the DuBois family and will be used for programs. Upon a motion by Jackie Bassett seconded by Kay Lorbiecki, bills to be paid in November were unanimously approved in the amount of \$4820.93.

Library Administrator's Report – Pam passed out the October Circulation report and noted that the Sept. increase and October decrease are similar to data from other NWLS member libraries. Jackie observed that the out of state usage has increased dramatically. Pam reported on her WLA seminar attendance, and Carol encouraged Pam to timely submit her expense report for reimbursement to facilitate yearend financial reporting. Pam noted that she is planning to resume movie night and tie same to the book on which the film to be shown is based. She also announced that the Library has received notice of approval of the \$5000 Mead-Witter grant for collection development she submitted in October.

NEW BUSINESS

FOL - As an accommodation to special guest Pam Whipple of the FOL, at President Burke's suggestion, the Board received a report from Pam Whipple which otherwise would have been provided later in the meeting. Pam, the moving force behind the Amazon used book sales and the organizer for the annual book sale which hereinafter is to be run by the FOL, shared the following information with the Board: To date 65 used books have been sold on Amazon with a gross return of \$650. Net profit (e.g. less postage expense) has not yet been compiled. Pam noted that an additional 180 books are currently listed online for sale. She observed that the key to success is greater volume and so she encouraged additional steps be taken by the Library to make the public aware of the willingness of the library to accept donations. Pam also asked for work room space in the planned storage area of the lower level to sort, store and package

books for sale. After discussion, the Board wholeheartedly agreed to share storage space with the FOL to support its used book projects. Pam noted that at the County Library she assisted in SC book sales ultimately grew to net \$1200 per month. The key, in her view, is to encourage the general public to unload their unwanted books, music and movies on the Library and to let the volunteers separate the wheat from the chaff. Following Pam's report, she left the meeting.

OLD BUSINESS

1. Merlin/NWLS reports. Pam indicated that the NWLS Webinar she participated in last month was dedicated to the election and introduction of Officers. She and Jeff also disclosed the COLAND (Committee On Library And Network Development) initiative that NWLS and other Library consortiums are currently engaged in as a part of "Project Lean" which in turn was commissioned after the failed WIN Initiative. Under discussion are a universal Wisconsin card catalog and other consolidation options to effectuate statewide economies of scale. Pam noted that she will learn more at an upcoming Webinar this month and Jeff observed that the COLAND project is fast tracked for statewide adoption in January 2015. Jeff also noted that the NWLS Systems Director, Jim Trojanowski, has stepped down from his COLAND leadership role. The Trustee meeting Jeff attended in Ashland addressed the Systems Director's 2014 Performance Review.

2. Lower Level Project Status. Rogers Control Inc. has submitted a \$4900 proposal for doing the necessary electrical installation for the classroom portion of the lower level project. The proposal includes a \$1600 allowance for light fixtures. Jeff has lined up contractors to install drywall and the drop ceiling following completion of the electrical work. Much discussion followed re the timing and sequencing of additional work to build out the kitchenette and lavatory. Jackie inquired as to the funds available to complete the project on the understanding that the Library would be paying the lower level classroom contractor costs. Carol responded that the Library has \$37,000 of unencumbered funds available. Carol moved, and Kay seconded a motion to accept the proposal from Rogers Controls for the classroom electrical work at a cost of \$4900. After additional discussion, the motion carried unanimously. Jeff is to get Rogers started and also seek their estimate to do the remaining electrical work for the lavatory, kitchenette, hallway and, if necessary, storage area. He will also commence the erection of the stud walls and doorways for those additional spaces.

NEW BUSINESS

1. Storage Space Planning. This item was discussed in detail as part of Pam Whipple's request to share part of the planned storage space in the lower level to facilitate used book sales. Jackie reminded the Board that in 2006 and again in 2012 the general public listed storage space as a key aspect of the lower level development. It was noted that all but one of the many Community groups now store their materials off premises, leaving the remaining space for Library and art program utilization. Notwithstanding the agreement to allow the FOL to sort,

catalog and store used books in the lower level, both the Library and Art programs appear to now have adequate storage space.

2. FOL. In 2016, the FOL is considering changing the date of the Used Book Sale to increase foot traffic. Also, at next year's Fine Arts Show the FOL will be operating a food booth for revenue generation. FOL plans a year end donation to the Library for collection development.

3. Volunteer Recognition Dinner. Following discussion, the Board agreed to hold the dinner on Saturday February 14th, Valentine's Day, at noon.

4. Donation box. Tabled until the next meeting.

5. Trustee Position Interview Status. The terms of 3 veteran Board members expire at year end: Jackie Bassett, Jeff Burke, and Kay Lorbiecki. Jeff and Jackie announced their intentions not to seek reappointment, whereas Kay reaffirmed her desire to remain on the Board. Bob and Jackie reported on their interview of the one applicant seeking appointment on the Board, Mike Czarny, and the need to secure one additional volunteer in light of today's announcements by Jeff and Jackie. Pam is to update the Board of Trustees listing to include appointment dates and term lengths for future planning purposes.

6. Administrator annual evaluation, review. In light of the lateness of the hour, the planned closed session to review and discuss the administrator's performance was put over to the December meeting. Kay agreed, with Pam's blessing, to distribute the performance review to Board members in anticipation of the December discussion.

7. Miscellaneous Board business. None.

Public comment – None

Next meeting date – December 9, 2014 at 4 pm

Adjournment – Meeting adjourned at 5:55 pm