

APPROVED MINUTES - Presque Isle Community Library - Board of Trustees

Meeting Category:	Regular Meeting
Date :	Tuesday November 10, 2015
Time :	4:00 pm
Location :	Lower Library Meeting Room

1. Call to Order - 4:06 pm
2. Roll Call of Members / Introduction of Visitors
 - a. All Board members present (Bob Berdan(BB), Carol Stone(CS), Brian Derber(BD), Jackie Bassett(JB), Adam Johnson (AJ), & Mike Czarny(MC)) Also present, Library Director Pam Eschenbauch(PE).
 - b. No visitors
3. Agenda approval/modification
 - a. Added 7d - per Article IV Section 2 Bylaws, Pres to appoint nominating subcommittee. (BB)
 - b. Defer 9b - Board Annual Calendar to Dec mtg. (MC)
 - c. Defer 9f - Grants discussion to Dec mtg. (MC)
 - d. All changes approved - MC motion / CS 2nd. Unanimous vote.
4. Approval of Minutes
 - a. October 13, 2015 - approved no changes - MC motion / JB 2nd. Unanimous vote
 - b. November 4, 2015 - approved with minor changes (spelling and minor verbiage) - MC motion / BD 2nd. Unanimous vote.
5. Treasurer's report & action on bills to be paid
 - a. No special issues
 - b. Treasurer's report and bills to be paid (\$4579.52) approved - BD motion / JB 2nd. Unanimous vote.
6. Library Director's Report/NWLS & Merlin Reports
 - a. Library had ~ 80 people visit for Halloween
 - b. Downstairs room usage increasing - Material Girls (Mon) and Yoga (Tues). Discussion about available hours and use charges, possible conflicts, or issues due to increasing room usage. Board agreed to defer any action till policy committee is formed.
 - c. Pam will have her written continuing education synopses of courses attended in MSN, for NWLS, available at next meeting.
 - d. Pam to confer with NWLS re media and ILL report discrepancies. Report in Dec.
7. Committee Reports & FOL Update
 - a. **Board Vacancy Cmte** - Berdan reviewed subcommittee interviews. Committee recommended Brenda Schuppe be nominated to the PI Town Board. BD motion / JB 2nd. Unanimous vote. Carol to fill out remainder of Kay's term.
 - b. **Director Search Cmte** - Czarny reviewed Phase 1 progress (>95% complete). Still work pending on PI Town approval of documentation and salary ranges (Dec 3). Timing for Phase 2 start pending confirmation of Pam's retirement window. Pam agreed to have a more firm answer at the next Board meeting in Dec. Derber replacement on committee discussed.
 - c. **FOL**-Bassett reviewed items from FOL minutes, which all Library Board members now receive as part of our mutual exchange of minutes with the FOL. No issues.
 - d. **2016 Officers** - Berdan appointed Czarny & Stone as Nominating Committee to survey people and present a slate of officers for the January 2016 mtg. JB motion to ratify / AJ 2nd. Unanimous vote.

8. OLD BUSINESS:

- a. **Amended and Restated Bylaws** - Final changes accepted. Final approval delayed till Dec meeting. Bylaws mandate 10 days to review changes before approval.
- b. **Employment Contract** - Minor modifications reviewed and approved. MC motion / BD 2nd. Unanimous vote. Send copy to Town (MC).
- c. **Job Description** - Minor modifications reviewed and approved. CS motion / JB 2nd. Unanimous vote. Send copy to Town (MC).
- d. **Personnel Policy**- Minor modifications reviewed and approved. JB motion / CS 2nd. Unanimous vote. Send copy to Town (MC).
- e. **2015 Library Director Performance Review** - Derber signed. Pam to sign. Return to Mike for secure storage with PI Town files. Pam to work with Bob to assemble/archive prior reviews.
- f. **2016 Budget** - Carol reviewed revised 2016 budget format designed to assemble all Town dollars. 2016 Budget projected at \$64,220, pending NWLS & County adjustments, reflects Town adjustments to salary increases at 1%.
- g. **Lower level project completion** - Jackie proposed holding on a 2nd coat rack. Carol will close out project for 2015 and assemble project file. Mike will complete art hanger sizing and bathroom mounts in Dec. Pam will follow up with Kay Lorbiecki to move existing artwork out. If the artwork is staying for another period of time (per Board approval) a platform with proper documents as defined by our policies is required. Who heads up art program in 2016 ?- should be an agenda item for Dec mtg.
- h. **Lower Level AV status report** - Items on order (~\$7200). Installation timeframe TBD.
- i. **Storage Room** - Carol and Pam reported movement of table rack and cart rack does not require significant turning radius. No action on storage proposals till Dec meeting. Documents from other 2 other organizations were not brought to the meeting. It was suggested Carol and Pam review the storage applicants and bring a final consolidated proposal to the Board in Dec. Mike agreed to list remaining tables on Craigslist starting in early Dec. Pam will also contact ME at PI Town and arrange for movement of typewriter and cart to ME's ownership or out the door by Dec.
- j. **Children's Book Carts** - Pam reviewed plans for 3 carts. 1 displaced rolling cart now holds audio displays near the entrance. Pam to check with Kathy Sprester (FOL) on desire to take 2nd displaced rolling cart. Wrap up Dec.

9. NEW BUSINESS

- a. **December Meeting Date** - Moved from Tues Dec 8, 2015 to Tues Dec 15, 2015 @ 4 pm.
- b. **Board Annual Calendar** - Defer till Dec. Mike to add items from recent policy changes.
- c. **Bank Signatories** - President as signatory added. Bob to take minutes to Bank to be added as a signatory. MC motion / BD 2nd. Unanimous vote.
- d. **Library Assistant Expenditures** - Discussion around importance of Pam managing Library Asst under the 600 hr/yr mark to avoid WRF payments and budget overruns. Discussion around other libraries staffed with part time Directors and several assistants. Pam will manage Jim at the 11 hr/wk level and track his volunteer hrs.
- e. **Potential Changes / Impacts - New 2016 Personnel Policy** - Berdan, Derber, and Czarny conducted review and Q&A session with Director on 2015/11/11.
- f. **Grants Discussion** - Defer till Dec. Mike to sit down with Pam to understand process.
- g. **Policies Planning Discussion** - Discussion as Board priority goal in 2016.
- h. **Miscellaneous** - Carol to pick up thank you card for Kay Lorbiecki. Pam will order paver. Donation box for FOL-TBD. Berdan attended library seminar in Milwaukee. Reviewed vignettes. Pam to order book - Part of Our Lives: A People's History of the American Public Library - by Wayne A. Wiegand

10. Public comment - none

11. Adjournment - 6:02 pm - MC motion / CS 2nd. Unanimous vote.

Next meeting date: Tuesday December 15, 2015 / 4 pm / Downstairs Library meeting Room