

Approved Board Minutes - Presque Isle Community Library - Board of Trustees	
Meeting Category:	Regular Meeting
Date :	Tuesday December 13, 2016
Time :	4:00 pm
Location :	Town Board 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 – 4:06 pm
- 2) Roll Call of Members / Introduction of Visitors
 - a) Board members present: Bob Berdan (RJB), Carol Stone (CS), Christine Wallace (CW - late), Brenda Schuppe (BDS - phone in), Jackie Bassett (JB), & Mike Czarny (MC). Also present, Library Director Pam Eschenbauch (PE) & Library Director Shelly Knaack (SK). Absent: Adam Johnson (AJ),
 - b) Visitors: None
- 3) Agenda approval / modification : Approved as is: MC – motion / CS - 2nd. Unanimous vote.
- 4) Approval of Minutes - November 8, 2016 - Approved as written CS – motion / BDS - 2nd. Unanimous vote.
- 5) Treasurer's report
 - a) Action on bills to be paid : Bills in the amount of \$4617.40 approved (possible additional anticipated costs, with new router bill, coming due in late Dec). JB motion / MC 2nd. Unanimous vote.
 - b) Dec discussion - Expected deficit on salary due to 3 pay period month. \$617 bill for barcodes, antivirus and WISCNET. Bill for new router (see 5a). Donations of individual (\$1000) and Lioness (\$1000) noted.
 - c) Year end closure - CS will plan to conduct 2016 year end close discussion at Jan mtg.
 - d) Town Budget Approval: CS reported Town approved all additional personnel cost requests for 2017.
 - e) Treasurer transition: CS, BDS (new treasurer), and RJB (with SK attending) will reconcile bills with Lorine for end Dec.
 - f) Future phone participants – please have all documents sent by email 1 week ahead of time for future mtgs.
- 6) Library Director's Report / NWLS & Merlin Reports
 - a) Onboard status report: PE handed out training update. SK received scholarship for 1st training course ! SK has also applied for temporary certification status from DPI. SK has taken over website responsibilities. SK to investigate possible communication options for inclement weather closures/plan and report back in Jan.
 - b) Public Library System Redesign (PLSR) Project – No issues till 1st Q 2017.
 - c) Library cards for NLES students Application Update - Review / revision. Library Director to review and make future recommendations on concerns for security and confidential information retention.
 - d) 2017 Northwoods Bookfest – 6-Library Consortium (Mercer, MW, PI, Minocqua, BJ, Winchester) – Grants from WI Humanities Council and Walmart provided funds for 8 programs(~ 300 people). PE suggested that due to grant application workload and onerous reporting follow-up, each library will request \$1000 from their respective FOL, in lieu of reapplying for grant monies next year. The Board did not have enough information to make a decision and requested PE to circulate electronically, copies of the grant proposal, follow-up reports, and overall accounting-expenditures for the 2016 program. Board to review and discuss information in the future.
 - e) 2017 NWLS membership service agreement – signature required by Board Pres.
- 7) Committee Reports & FOL Update
 - a) FOL : CS reported on Dec FOL membership efforts (patrons, FOL, and tax rolls)
 - b) Board Vacancy Cmte
 - i) Motion to accept Pam Whipple to replace CS and move her name to town board for approval – CS motion / JB 2nd . Unanimous vote.
 - ii) RJB announced he will fill 1year vacancy slot, for 2017 (RJB to update board term chart).
 - iii) Officer Slate Announcement for Jan approval – MC Secy, BDS treasurer, RJB Pres.
- 8) OLD BUSINESS:
 - a) January 25th retirement/welcome reception - RJB to put out 1st Draft plan with board member commitments
 - b) Onboarding discussion for new LD- see 6a
 - c) FLSA rule changes – injunction. New platform should work regardless of future decisions or changes.

9) NEW BUSINESS

- a) (New) LD Health insurance premium for December 2016 – SK has been reimbursed by town, for Dec out of pocket costs.
- b) 2017 Space and Storage requests – CS reviewed same space requests, as 2016 - FOL (Amazon & Book sale), PITLC, Lioness, Material Girls, Last Wilderness and Yoga (Yoga application still pending, no changes expected). SK will manage this system in the future.. Motion to accept requests - MC-motion / CW-2nd . Unanimous vote
- c) 2017 Board Task List - Month at a Glance - DRAFT for Review/revision. Changes noted below.
 - i) Library Annual report to Board (Lib Dir) - moved to Feb
 - ii) Space usage requests in Dec (Lib Dir) - added Dec / LD responsible
 - iii) Annual Library Budget
 - (1) Board approval - in August
 - (2) Draft for Board Review - new in July
- d) 2017 Contact Information Sheet - RJB to send MC contact information for new Board member.
- e) Guidelines for PICL Trustee Board Members - DRAFT for Review / revision - post to web.
- f) Science on Tap resumption – FOL trial in Jan ?. Examine computer logoff consistency (SK).
- g) Building Use Policy- Defer till Jan mtg. (SK)
- h) Policy / Documents Table – Up to date on web.
- i) Bank resolution (added to agenda) – The Board, with a quorum present, unanimously agreed, pursuant to its Bank Signature Authority Policy, to allow Shelly (Michele) Knaack to sign the Bank's signature cards effective immediately for all of the Library's accounts and to instruct the Bank to remove Pam Eschenbauch's signature authority effective December 30, 2016. CS - motion / JB - 2nd. Unanimous vote.

10) Public comment

11) Adjournment: 6:09 MC / 2JB

Next regular meeting date: January 10, 2017 4:00 PM Lower Level

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

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 - d) 2017 Northwoods Bookfest.
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 - b) 2017 Space and Storage requests
 - c) 2017 Board Task List -Month at a Glance - DRAFT for Review/revision
 - d) 2017 Contact Information Sheet - Updates needed
 - e) Guidelines for PICL Trustee Board Members - DRAFT for Review / revision
 - f) Science on Tap resumption
 - g) Building Use Policy
 - h) Policy / Documents Table - FYI
- 10) Public comment
- 11) Adjournment

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