

Approved Minutes - Presque Isle Community Library - Board of Trustees

Meeting Category:	Regular Meeting
Date :	Tuesday August 9, 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: Brenda Schuppe (BDS), Bob Berdan (RJB), Carol Stone (CS), Jackie Bassett (JB), Christine Wallace (CW), & Mike Czarny (MC). Also present, Library Director Pam Eschenbauch (PE). Absent : Adam Johnson
 - b) Visitors: None
- 3) Agenda approval/modification: Approved as is: MC – motion / CS- 2nd. Unanimous vote.
- 4) Approval of Minutes - (July 12, 2016; August 4, 2016)
 - a) July 12, 2016: Approved as amended (date item 6c to June 27): CS – motion/BDS- 2nd. Unanimous vote.
 - b) August 4, 2016: Approved as is: CS – motion/BDS- 2nd. Unanimous vote.
- 5) Treasurer’s report
 - a) NWLS grant for collection, spent out. Future expenditures to come from FOL donations.
 - b) Amazon account still needs input to link ID #. PE to rectify and report back in Sept.
 - c) Action on bills to be paid: Bills in the amount of \$4413.55 approved. MC motion / CW - 2nd. Unanimous vote.
 - d) 2017 budget process to start in Sept. (CS & Lorine)
- 6) Library Director’s Report / NWLS & Merlin Reports
 - a) PE Vacation 8/14-27. Coverage with Jim TBD. Schedule to RJB.
 - b) Memory Cafe update - Details lacking. Copy of grant submission would be helpful. Clarification of PICL responsibilities for program scope, staffing, and costs to be provided by PE for Sept.
 - c) eRate – Still awaiting definition from NWLS. (Software, costs, & potential reimbursements)
- 7) Committee Reports & FOL Update
 - a) LD Search Cmte – 4 applicants to Search Cmte for review / recommendations on 8/16.
 - b) FOL
 - i) July brat sale netted ~\$500.
 - ii) Lunch fundraising at Fine Arts in Aug.
 - iii) Concern were voiced over issues with new e-equipment and simpler instructions. Board suggested PE coordinate a NEW training session with Ty, to be scheduled when those who've experienced equipment failures can be assembled to help ascertain the reasons for and solutions to the problems.
 - iv) CW volunteered to coordinate “Friends” page for the Library, short term only. FOL events can be added.
 - c) Policy Cmte - MC reported policy committee work is completed and will disband.
- 8) OLD BUSINESS
 - a) Lower level A/C update – CS – Max has downstairs vent closure/opening on annual schedule. DONE
 - b) Lower Level AV update: doc camera, laser pointer, use instructions, and lower level wifi hookup. Ty to be here Thurs 8/11 with PE. Issues on AV startup - see 7.b.iii.
- 9) NEW BUSINESS
 - a) Circulation Policy: PE to clarify expiration database issues within NWLS. PE - Resubmit in Sept.
 - b) Equipment Budgeting Policy: Approved as amended 3a: BDS – motion / CS - 2nd. Unanimous vote.
 - c) Friends of the Library Policy: CW to check rewording with FOL exec cmte. CW - Resubmit in Sept.
 - d) First readings of:
 - i) Program Policy: Older policy dropped as redundant. : MC – motion / BDS- 2nd. Unanimous vote.
 - ii) Privacy and Confidentiality Policy: Approved: BDS – motion / CS- 2nd. Unanimous vote.

- iii) Volunteer Policy: Approved as amended (#4-written consent and Library Director approval): MC – motion/CW- 2nd. Unanimous vote.
- iv) Public Notice Bulletin Board Policy: Approved as amended (Guidelines of to or): MC – motion/BDS- 2nd. Unanimous vote.
- v) Patron Responsibilities and Conduct Policy: Approved as amended(#4b - may be subject to citation): JB – motion/CW- 2nd. Unanimous vote.
- vi) Operation Policy: Approved : CS – motion/BDS- 2nd. Unanimous vote.
- vii) Who May Use Library Policy: Approved as amended (#2-sentence removal): BDS – motion/JB- 2nd. Unanimous vote.
- viii) PENDING Sept: Key Policy (PE) and Facility Use / Rental Policy (PE)

10) Public comment: None

11) Adjournment 6:15 pm: MC – motion/CS- 2nd. Unanimous vote.

Next regular monthly meeting date(changed), **Tuesday September 20th, 4:00 PM Lower Level**

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

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- 9) NEW BUSINESS
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 - c) Friends of the Library Policy
 - d) First readings of: Program Policy, Privacy and Confidentiality Policy, Volunteer Policy, Public Notice Bulletin Board Policy, Patron Responsibilities and Conduct Policy, Operation Policy, Who May Use Library Policy.
- 10) Public comment
- 11) Adjournment

Next regular monthly meeting date, September 13th, 4:00 PM Lower Level