

APPROVED MINUTES - Presque Isle Community Library - Board of Trustees	
Meeting Category:	Regular Meeting
Date:	Tuesday February 9, 2016
Time:	4:00 pm
Location:	Lower Level Library Meeting Room

- 1) Call to Order - 4:00 pm Bob Berdan called the meeting to order.
- 2) Roll Call of Members / Introduction of Visitors
 - a) Board member present - Bob Berdan (RJB), Carol Stone (CS), Christine Wallace (CW), Jackie Bassett (JB), and Brenda Schuppe (BDS). Also present, Library Director Pam Eschenbach (PE). Excused absent - Adam Johnson and Mike Czarny
 - b) Visitors - None
 - c) RJB asked for a volunteer to take minutes in Mike's absence, BDS volunteered
- 3) Agenda approval/modification -Bob suggested removing Agenda items 8 d & e in Mike's absence. CS-motion, JB - 2nd, unanimous vote to approve the agenda as modified.
- 4) Approval of Minutes - (January 12, 2015) - CS - motion with the following changes, BDS - 2nd, Unanimous vote.
 - a) Item 7c - remove "This is in contrast to the intent of our personnel policy - 16.5"
 - b) North Lakeland Elementary School should be represented as NLES instead of NLE.
- 5) Treasurer's report
 - a) Action on bills to be paid - Bills in the amount of \$4,400.00 were reviewed. JB - motion, CW - 2nd, unanimous vote.
 - b) Assistant salary will be corrected to reflect approved increase in hours and pay.
 - c) Library Director pay period will be correct to reflect approved change in pay period.
- 6) Library Director's Report / NWLS & Merlin Reports
 - a) Annual Report - Review /signoff - will be moved to March Board agenda. PE is working with CS and NWLS to ensure consistency between reports. Report is due to NWLS by 02/15/16. PE will work with RJB for signature. PE will distribute Annual report to Board members prior to March meeting via Google Drive.
 - b) Director's Office Hours - further discussion on this will be included in the work of the Strategy Committee.
 - c) Library Director - circulation of NWLS course report - PE handed out a summary of workshops attended.
- 7) Committee Reports & FOL Update
 - a) Policy Cmte - in MC absence, BDS, CW and PE gave update. Next meeting of the policy committee is scheduled for Thursday 03/03/16 10:00 am - noon. The committee is focused on reviewing policies with the highest priority first. The board requested that we only bring two policies to be reviewed by the Board per month, as to not overpack the agenda. The Board also requested that the committee work to scrutinize all policies to ensure there is a critical need for that policy.
 - b) LRP/Strategy Cmte - RJB has had one on one discussions with MC and AJ, but the three were unable to get together before the meeting. Hope to do so before March meeting.
 - c) FOL - CS reviewed recent highlights from FOL board meeting. FOL are putting together a mailing of taxpayers (hasn't been done in over 8 years) to garner continued support for the library. The recent Science On Tap was very well received with 15 folks attending. Monthly movie nights are scheduled with February's being Tuesday 02/16 at 6:30 pm and a matinee for Wednesday 02/17/16 at 1:30. The movie "The Martian" will be played.

8) OLD BUSINESS:

- a) Lower level project completion (lighting & fan noise) - Rogers was able to resolve the fan noise issue. CS is working to schedule the board approved motion light switch in the lower level hallway.
- b) Lower Level AV status report
 - i) Laptop lock - CS suggested purchasing a cable lock to secure the laptop and a laser pointer with funds remaining. RJB - motion, JB 2nd, unanimous vote.
 - ii) Podium cover - CS and JB will work with the Material Girls to see if they would be interested in making a cover. If not, CS and JB will get a quote from Jacquart.
- c) Storage Room Policy, new requests/status Carol reported on a request (form completed) from Sara the Yoga teacher for minimal space to store a medium size storage bag. Carol and Pam discussed prior to the board and determined this was feasible. BDS motion, JB 2nd, unanimous vote.
- d) Building Key Policy moved to March agenda
- e) Lower Level Room Reservations moved to March agenda

9) NEW BUSINESS

- a) Open Meetings law update - RJB provided a helpful summary of suggestions based on his research and discussion with NWLS. To ensure we are following the Open Meetings law when working online, please follow these guidelines:
 - i) Documents will have only 1 or 2 owners (when using google docs)
 - ii) No online chatting
 - iii) Use the comments function instead of editing (when using google docs)
 - iv) No online voting
 - v) Do not "reply all" to emails

CW volunteered to create a PICL document repository separate from our individual repositories.

- b) Add'l Committee Appointments
 - i) LD Search Cmte - RJB - researching options on best way to organize this committee, options include citizens, volunteers, FOL and Library Board. No action taken at this time.
 - ii) Artist of the Month Ad Hoc Citizens Cmte RJB reported that PE, CW, JB and Cathy Breitholtz have agreed to make up this committee.
- c) Board Terms Matrix/ Trustee Search Cmte RJB - no action needed at this time
- d) Board Annual Calendar Updates RJB - remove Monthly Office Hours
- e) FOL Strategy RJB - will be meeting FOL to suggest joint planning for upcoming activities. CS and PE will also attend upcoming FOL meeting with RJB
- f) Volunteer/FOL Recognition event - Tentatively scheduled for 03/23/16. PE will reserve PI Community Center.

10) Public comment - None

11) Adjournment 5:30 pm JB Motion, BDS - 2nd, unanimous vote.

Next meeting date: MARCH 15th, 4:00 PM Lower Level