

**Approved Minutes - Presque Isle Community Library - Board of Trustees**

Meeting Category:	Regular Meeting
Date :	Tuesday October 11, 2016
Time :	4:00 pm
Location :	Lower Level Library Meeting Room
<b>All Approved Board minutes will be posted on the Presque Isle Community Library website at :</b> <a href="http://presqueisle.wislib.org/index.php/about-us/library-board-of-trustees/board-minutes">http://presqueisle.wislib.org/index.php/about-us/library-board-of-trustees/board-minutes</a>	

- 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-left at 5 pm), Christine Wallace (CW-arrive at 5), & Mike Czarny (MC). Also present, Library Director Pam Eschenbauch (PE). Absent: (excused) - Adam Johnson (AJ)
  - b) Visitors: None
- 3) Agenda approval / modification: Approved as is: MC – motion / CS - 2<sup>nd</sup>. Unanimous vote.
- 4) Approval of Minutes - (September 20, 2016 ) Approved as amended (item 6a) JB motion / CS - 2<sup>nd</sup>. Unanimous vote.
- 5) Treasurer's report
  - a) Amazon issues appear to be cleared up and we expect to recoup past credits.
  - b) Action on bills to be paid. Bills in the amount of \$4290.78 approved. BDS motion / JB 2<sup>nd</sup>. Unanimous vote.
  - c) 2017 – Proposed Budget Discussion and approval.
    - i) Carol provided excellent synopsis of 2016 overages and 2017 suggested increases.
    - ii) The 2017 proposed budget of \$70,676 (\$65,330 with a one-time expense of \$5,346) approved - BDS motion / JB 2<sup>nd</sup>. Unanimous vote.
    - iii) CS to revise 2017 proposed budget, for Adam J., sheet to reflect all expenses.
    - iv) 2016 Salary one-time adjustments (\$6883.87) approved - BDS motion / MC 2<sup>nd</sup>. Unanimous vote.
- 6) Library Director's Report / NWLS & Merlin Reports
  - a) Memory Café – No action till at least Jan 2017. Board suggested requested PE pull **PICL** name off, due to new Library Director potential overload.
  - b) eRate – Drop from future discussion. NWLS confirmed **no** reimbursement for LAN services.
  - c) NWLS – subscription to Flipster (e-magazines) discussed.
  - d) Monthly Circulation Rpt - None - Board suggested future changes be deferred for new Lib. Dir.
- 7) Committee Reports & FOL Update
  - a) Budget Cmte Report and Budget approval – see 5c (above)
  - b) LD Search Cmte
    - i) Update on Communication plan – (BDS) We have hired Shelly Knaack. Announcement on PICL web. FYI this week. On- board plan draft (BDS & MC) for Nov mtg.
    - ii) Handling of documents from LD search / interview efforts. - - - Purge all.
  - c) FOL
    - i) Banking and audit processes changed.
    - ii) Appreciation for AV training.
    - iii) Library Director – retirement / welcome function in late Jan ( TBD 1/18 or 1/25) (NLES Art hanging))
    - iv) Blurbs to FOL annual letter (Shelly(RJB) & Pam)
    - v) Northwood's Bookfest –excellent turnout and thank you to FOL for support.
- 8) OLD BUSINESS:
  - a) Board Vacancy Cmte – RJB to get vacancy posting in paper. Pres. recommended Cmte consisting of CW, JB, CS, and RJB – **BDS move to ratify recommendation. Board concurred.**
- 9) NEW BUSINESS
  - a) By-Law change to reflect signature authorities. RJB to draft a separate Policy for Nov.

- b) Guidelines for PICL Trustee Board Members, first reading. - MC to circulate current revision which include RJB's comments. Send any changes to MC by email. He will consolidate and bring DRAFT document to Dec mtg for new Library Dir input.
- c) Personnel Policy update re FLSA changes, first reading. RJB Still waiting for feedback from town. Needs to be complete by Nov. for attachment to new Lib Dir contract.
- d) Key Policy - 1st reading. Changes suggested. 2<sup>nd</sup> read in Nov. MC volunteered to format document(after mtg).
- e) Building Use Policy – Defer – MC to send PE older versions.
- f) CLOSED SESSION (per Wisconsin Statutes 19.85 (1)(c)) 2017 Library Director Employment Agreement.
  - i) Adjourn - 6:20 pm CW motion / BDS 2<sup>nd</sup>. - Unanimous vote
  - ii) Return to open session at 6:47 pm. CS motion / BDS 2<sup>nd</sup>. - Unanimous vote
- g) President to extend employment contract for new Library Director - MC motion / BDS 2<sup>nd</sup>. Unanimous vote.

10) Public comment : None

11) Adjournment: 6:50 pm CW motion / CS 2<sup>nd</sup> - Unanimous vote

**Next regular meeting date: November 8 2016, 4:00 PM Lower Level**

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

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