

MacDonald Public Library Board of Trustees Meeting

Notice is hereby given that the regular Library Board meeting will be held in person at MacDonald Public Library. If you require accommodations to attend the Library Board meeting, please contact Director Jessica Parij at 586-725-0273 x1040.

MacDonald Public Library Board of Trustees

LIBRARY MEETING MINUTES

AUGUST 25, 2021

7:30 PM

I. Call to Order

Meeting was called to order at 7:30pm by Weins.

Members present: Weins, Miiller, Duhaime, Steffey, Lisica

Library Director: Parij, Assistant Director: Goike, Community Engagement Librarian: Bond, Youth Librarian: Marra

II. Approval of Agenda

Motion made by Lisica to approve agenda as presented with a 2nd by Steffey. Motion approved.

III. Approval of Minutes

a. General Meeting Minutes - July 28, 2021

Motion made by Miiller to approve minutes of July 28th, with a 2nd by Duhaime. Motion approved.

Public Discussion: this is an opportunity to comment on items that are not on the agenda. Comments need to be addressed to the board.

No public was present.

IV. Reports

a. Monthly Expenses and Revenues – as of 8/4/21

Weins noted that current financial activity is good with no major issues.

Motion made by Steffey to accept report, 2nd by Lisica. Motion approved.

b. Monthly Fund Report – City

Revenue and Expenditure Report received dated August 4, 2021th for the period ending August 31, 2021. Weins asked for review of the library budget regarding administrative fee be made adjustment be made to \$13,800. Motion 2nd by Steffey. Motion approved.

c. City Treasurer report –

Report not received.

V. Business

a. **Old**

i. **Discussion of Library Board's resolution to work with City Council regarding a transition to Section 10a**

Weins highlighted the activity/inactivity with the city. He shared the documentation provided by the city clerk regarding the establishment of the library.

ii. **Approval of proposed edits of circulation policy**

Policy committee recommends minor modification as requested but a rewrite of policy is planned. Motion made by Miiller to accept modifications, 2nd by Duhaime. Motion approved.

b. **New**

i. **Discussion/approval of security and camera system**

Parij submitted three bids made to upgrade building/site security. After outlining features of bids from Guardian, SimpliSafe and Vivint her choice was Guardian. Motion Made by Weins, 2nd by Steffey to accept the Guardian bid of \$4,072.00. Motion approved.

ii. **Updates on recent City Council meetings re: the library building**

Weins noted discussion activity/inactivity

iii. **Discussion of draft 2022 library closure and board planning calendars**

Parij shared the calendar

VI. Announcements, Information, Etc.

a. **Director's Report**

Parij reported on new library staff, work on library newsletter (paper version), and scheduling use of the community room.

b. **Friends of the MacDonald Public Library**

Maintaining their book sale

c. **Children's Room News – K. Marra**

MPL Children's Room News for August was distributed which highlighted summer reading program, Burke Park event, end of summer social, Farmer's Market visits.

d. **Other**

i. **October meeting time**

Rescheduled to October 20th at 7:30pm

ii. **Retirement open house for Margaret Thomas**

Scheduled for Saturday (Sept. 25) in the library meeting room from 12:00 pm to 2:00 pm

VII. Adjourn

Motion by Miiller to adjourn meeting at 8:35pm, 2nd by Duhaime. Motion approved.

Next meeting date: September 22, 2021 at 7:30 PM