

**MacDonald Public Library Board of Trustees Meeting**

**MINUTES**

**NOVEMBER 17, 2021 6:30 PM**

**MPL Community Room**

**I. Call to Order**

Meeting was called to order at 6:30pm by Weins

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

Library staff: Parij, Library Director, Marra, Children's Librarian, Bond, Community Engagement Librarian.

**II. Approval of Agenda**

Motion made by Steffey to approve agenda as presented. 2<sup>nd</sup> by Miiller. Motion approved.

**III. Approval of Minutes**

a. Budget Hearing Minutes - October 20, 2021

Motion made by Lisica to approved the minutes as presented. 2<sup>nd</sup> by Steffey. Motion approved.

b. General Meeting Minutes – November 17, 2021

Motion made by Miiller to approve minutes as presented. 2<sup>nd</sup> by Steffey. 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 members of the public were present.

**IV. Reports**

a. **Monthly Expenses and Revenues**

Report presented for October as of October 12, 2021.

Weins noted that financial outlook is good for 1 year of spending.

b. **Monthly Fund Report – City**

Received city report dated November 3, 2021 for the period ending October 31, 2021.

c. **City Treasurer report - n/a**

Motion made by Lisica to receive and file financial reports. 2<sup>nd</sup> by Duhaime. Motion approved.

## **V. Business**

### **a. Old**

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

Weins noted the current areas of activity/nonactivity.

- ii. Discussion of Building Survey Report from Thompson Phelan Group

TPG identified the areas of the library site as their condition. Action ratings were assigned to areas as being good (no action), moderate (wear is showing), poor (needs repair) or severe (immediate repair or replacement). Parij noted sections that were highlighted in the report needing attention. She specifically named the need to plan for new roof HVAC unit(s) and replacement of shelving. Members agreed that minor actions could be assigned to the maintenance person. Parij was asked to research the shelving and HVAC.

### **b. New**

- i. Library of Michigan Quality Services Audit Checklist (QSAC)

Parij asked the board on library participation in the QSAC plan. QSAC provides measures AND certifications on the quality of library service. Link to details on the program will be sent.

- ii. Set policy committee meeting date and time

Meeting scheduled for December 1 @ 6:30p.

## **VI. Announcements, Information, Etc.**

- a. Director's Report

Alarm system installation was successful. Fall outreach program was completed

- b. Children's Room News – K. Marra

Virtual library outreach to Lighthouse Elementary was done. Library outreach with the Parks & Recreation Department had about 2,000 people attend, new artwork was added to the Children's room, Santa Claus will visit December 11<sup>th</sup>.

## **VII. Adjourn**

Motion made by Duhaime to adjourn at 7:30pm. 2<sup>nd</sup> by Steffey. Motion approved.

**Next meeting date: December 15, 2021 at 6:30 PM**