

APPROVED 2/27/2019

**LIBRARY BOARD OF TRUSTEES MEETING
January 30, 2019**

MINUTES

- I. CALL TO ORDER
Meeting called to order at 7:30 pm by Powers
Members present: Powers, Lisica, Steffey, Earle
Member excused: Weins
Library staff present: Director: Thomas, K. Marra, Children's Librarian
Friends of the Library Representative: Moira Willis
- II. APPROVAL OF AGENDA
Motion made by Lisica to approve agenda as presented, 2nd by Powers.
Agenda motion approved.
- III. APPROVE OF MINUTES
Motion made by Steffey, to approve the minutes as presented, 2nd Earle.
Minutes as presented were 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 comments.
- IV. FINANCIAL REPORTS
A. Monthly expenses and revenues – Sandi's report
Data provided as of 01/19/2019 for period ending 01/24/2019.
Motion made by Powers, 2nd by Lisica to accept financial reports as presented. Motion approved.
B. Monthly Fund Report – City Printout –
Printout received dated 01/24/2019 for the period ending 01/31/2019.
C. City Treasurer report –
A report was not available.
- V. BUSINESS
A. OLD
1. Small kitchen area - revised TPG report/costs
TPG representative (Brian Van Peteghem) provided updates and revisions of the kitchen area of the community room for which they were the general contractor. Motion was made by Lisica to approve the changes, 2nd by Powers. Motion approved
2. DTE Project – TPG with LaBelle Electric
Representatives from TPG and LaBelle Electric provided details on the DTE grant for energy conservation. Motion made by Lisica, 2nd by Powers to apply for the DTE grant. Motion passed.

B. NEW

1. Approve 2019 Library closing dates per policy
Discrepancy between library policy of closing on the Saturday before Labor Day and a request to remain open was debated. Resolution was tabled.
2. Approve change to K. Marra's vacation leave
Marra made a request made to adjust her vacation leave time as per library policy. Motion made by Powers, 2nd by Lisica to provide annual vacation leave of 15 work days. Motion approved.
3. Set up monthly policy revisions dates/times with personnel committee
Committee of Steffey, Earle and Lisica will arrange meeting times to address updates of Policies Manual approved October 27, 2010.

C. OTHER

VI. ANNOUNCEMENTS, INFORMATION, ETC.

- A. Program stats from December 2018 and upcoming events, programs in 2019
MPL Children's Room News for January 2019 was distributed.
- B. Friend's Report - M. Willis
The calendar of major activities by the Friends was highlighted
Included activities were a scheduled Saturday book sale, library open house in September, Holiday Bazaar, participate in the Bay Rama Parade, etc.
- C. Ceiling projector for community room
Installation is planned for February 22nd
- D. City's annual financial report - Library
No problems for the library or any city department for the last fiscal year.
- E. Staff off - A.Goike, J.Stone
Staff members were off due to medical issues.
- F. Donation report
Total stands at \$ 58,056
- G. Other

VII. ADJOURN

Meeting adjourned @ 9:45 pm

VIII. NEXT MEETING DATE - Wednesday February 27, 2019 @ 7:30 PM

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APPROVED 4/2/2019

**LIBRARY BOARD OF TRUSTEES MEETING
February 27, 2019**

MINUTES

- I. CALL TO ORDER
Meeting called to order at 7:30 pm by Earle
Members present: Lisica, Steffey, Earle
Member excused: Powers, Weins
Library staff present: Director: Thomas,
Friends of the Library Representative: Moira Willis
- II. APPROVAL OF AGENDA
Motion made by Lisica to approve agenda as presented, 2nd by Steffey.
Agenda motion approved.
- III. APPROVE OF MINUTES
Motion made by Lisica, to approve the minutes as presented, 2nd Steffey.
Minutes as presented were 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 comments.
- IV. FINANCIAL REPORTS
A. Monthly expenses and revenues – Sandi’s report
Data provided as of 02/27/2019 for period ending 01/24/2019.
Motion made by Steffey, 2nd by Earle to accept financial reports as
presented. Motion approved.
B. Monthly Fund Report – City Printout –
Printout received dated 02/26/2019 for the period ending 01/31/2019.
C. City Treasurer report –
A report was provided dated as of January 31, 2019.
- V. BUSINESS
A. OLD
1. Small kitchen area - revised TPG report/costs
TPG provided updates and revisions of the kitchen. Sink will be moved
off the left wall area to provide counter space.. Motion was made by
Steffey to approve the changes, 2nd by Lisica. Motion approved
2. Approve closing the Saturday before Labor Day per policy
Previous discussion was resolved with referral to the Library Policy
handbook. Motion by Earle and 2nd by Steffey to maintain the closing
and to examine the closing policy and the policy manual.

B. NEW

1. Approve revised guidelines for use of a community room
Library director requested adding the statement ...
Cancellations without 24-hour notice or failure to show for a reserved room may result in the suspension of a group's meeting room privileges as determined by the Library Director.

Due to demand and availability problems have developed of "no shows" and not having room available to others. Motion made by Lisica and 2nd by Earle to approve the addition to the policy. Motion passed.

2. Request for reconsideration of library book
A formal written request was submitted to re-evaluate a book in the library collection. The book *The Giver* by Lois Lowry was questioned. The GN book *The Giver*..will be moved out of YA collection and into the GN collection in the adult side. Motion was made by Steffey and 2nd by Earle to approve. Motion approved.

C. OTHER

VI. ANNOUNCEMENTS, INFORMATION, ETC.

- A. Program stats from February 2019 and upcoming events, programs
MPL Children's Room News for January 2019 was distributed.
- B. Friend's Report – M. Willis
- C. Donation report
Total stands at \$ 58,097
- D. Other

VII. ADJOURN

Motion made by Earle, 2nd by Steffey to close the meeting. Motion carried.
Meeting adjourned @ 8:35 pm

VIII. NEXT MEETING DATE - Wednesday March 27, 2019 @ 7:30 PM

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Approved 4.24.19

**LIBRARY BOARD OF TRUSTEES MEETING
April 2, 2019**

MINUTES

- I. CALL TO ORDER
Meeting called to order at 7:30 pm by Powers
Members present: Powers, Weins, Lisica, Steffey, Earle
Library staff present: Director: Thomas,
Friends of the Library Representative: Moira Willis
- II. APPROVAL OF AGENDA
Motion made by Weins to approve amended agenda as presented, 2nd by Steffey. Agenda motion approved.
- III. APPROVE OF MINUTES
Motion made by Lisica, to approve the minutes with amendment as presented, 2nd Steffey. Minutes as presented were 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 comments.
- IV. FINANCIAL REPORTS
A. Monthly expenses and revenues – Sandi’s report
Data provided as of 03/19/2019 for period ending 03/31/2019.
Motion made by Weins, 2nd by Powers to accept financial reports as presented. Motion approved.
B. Monthly Fund Report – City Printout –
Report received dated 03/29/2019 for the period ending 03/31/2019.
C. City Treasurer report –
A report was provided as of February 28, 2019.
- V. BUSINESS
A. OLD
1. Small kitchen area -
Work has started with cabinetry installation and realignment.
2. Ceiling projector – policy needed
The projector has been installed and 2 new laptop computers have been purchased for use with the projection system. Staff will be trained and policy on use is being developed.
3. Approve closing the Saturday before Labor Day per policy
Continuing discussion was resolved with referral to the Library Policy handbook. Motion made by Lisica, 2nd by Powers to keep the library closed on Saturday before Labor Day. Powers, Lisica voted Yes and Steffey, Earle, Weins voted No. Motion Failed.

New motion made by Weins, 2nd, by Steffey to open the library on the Saturday before Labor Day. Motion approved with Steffey, Weins, Earle voting yes and Powers, Lisica voting no.

B. NEW

1. 2019-2020 budget
The budget for 2019-2020 is being developed but health care costs from the city are not finalized.
2. Imagine Lawn Care 2019 charges
Invoice was presented for services with prices stable from last year
Motion made by Lisica, 2nd by Powers to approve payment. Motion approved.
3. Discussion on MPL mission statement - S. Steffey
Steffey presented services to examine in relation to the mission statement. Discussion was relative to MeLCAT service, book club and Sunday library hours. Director was requested to examine changes that could be implemented in the book club and MeLCAT services.

C. OTHER

1. C. Earle resignation
Board member Earle will be leaving and discussion was held on process to find a new qualified member to fill her position. Her last meeting date is June 2019.
2. Personnel Policy committee
Summary report made by members Steffey, Earle and Lisica on their initial review and items to consider for updating. Committee will meet again to finish the review process.

VI. ANNOUNCEMENTS, INFORMATION, ETC.

- A. Program stats from March 2019 and upcoming events, programs
Library director highlighted event programs for March and distributed program calendar for April. The MPL Children's Room Newsletter for March 2019 was distributed.
- B. Friend's Report – M. Willis
The Friends have scheduled a Second Hand Accessory Sale with Tea and Conversation on June 8th to raise money for the library.
- C. Gleaners Food Program
Library is participating in collecting food during the month of April.
- D. Low vision reader – donation
Donation made of a reader which enlarges text or pictures for the visually impaired.
- E. Bix furniture
Process has begun to repair/restore library chairs in the children's and adult area. Sample work is very satisfactory.
- F. Other

VII. ADJOURN

. Meeting adjourned @ 8:45 pm

VIII. NEXT MEETING DATE - Wednesday April 24, 2019 @ 7:30 PM

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APPROVED 5/22/2019

**LIBRARY BOARD OF TRUSTEES MEETING
April 24, 2019**

MINUTES

- I. CALL TO ORDER
Meeting called to order at 7:30 pm by Earle
Members present: Weins, Lisica, Steffey, Earle
Member excused: Powers
Library staff present: Director: Thomas,
Friends of the Library Representative: Moira Willis
- II. APPROVAL OF AGENDA
Motion made by Steffey to approve amended agenda as presented, 2nd by Weins. Agenda motion approved.
- III. APPROVE OF MINUTES
Motion made by Weins, to approve the minutes with amendment as presented, 2nd Earle. Minutes as presented were 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 comments.
- IV. FINANCIAL REPORTS
A. Monthly expenses and revenues – Sandi’s report
Data provided as of 04/11/2019 for period ending 04/30/2019.
Motion made by Weins, 2nd by Lisica to accept financial reports as presented. Motion approved.
B. Monthly Fund Report – City Printout –
Report received dated 04/11/2019 for the period ending 04/30/2019.
C. City Treasurer report –
A report was not available.
- V. BUSINESS
A. OLD
1. Small kitchen area -
Thomas updated progress with completion by purchase of refrigerator and microwave.
2. MeLCAT decision
Process will be implemented and evaluated. Checkout of MeLCAT loans will be done at the reference desk.
3. Book Club decision
Thomas will contact the group again in the upcoming winter to hopefully work out a plan.

B. NEW

1. DTE info

Letter with figures for LED lighting retrofit as part of DTE energy survey/project was received from Mike Jenkins (Project Manager) of LaBelle Electrical Contractors. Referred proposal to TPG for resolution.

2. 2019-2020 Budget

Preliminary work has been done with data collected. Final step will to finalize the figures.

C. OTHER

VI. ANNOUNCEMENTS, INFORMATION, ETC.

A. Program stats from April 2019 and upcoming events, programs

Library director highlighted event programs for March and distributed program calendar for April. The MPL Children's Room Newsletter for March 2019 was distributed.

B. Friend's Report – M. Willis

The Friends have adjusted their Second Hand Accessory Sale with Tea and Conversation on June 8th to raise money for the library.

Group is working on organizing the storage room with addition of shelving units.

C. Staff – Brianne Steele

Leaving.

D. Fine Free Weeks

The library will initiate a fine free week four times per year.

E. Other

VII. ADJOURN

. Meeting adjourned @ 9:36 pm

VIII. NEXT MEETING DATE - Wednesday May 22, 2019 @ 7:30 PM

APPROVED 6/26/2019

**LIBRARY BOARD OF TRUSTEES MEETING
May 22, 2019**

MINUTES

- I. CALL TO ORDER
Meeting called to order at 7:40 pm by Powers
Members present: Powers, Weins, Lisica, Steffey, Earle
Library staff present: Director: Thomas,
Friends of the Library Representative: Moira Willis
- II. APPROVAL OF AGENDA
Motion made by Lisica to approve agenda as presented, 2nd by Powers.
Agenda approved.
- III. APPROVE OF MINUTES
Motion made by Earle, to approve the minutes with amendment as presented, 2nd Weins. Minutes as presented were 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 comments.
- IV. FINANCIAL REPORTS
A. Monthly expenses and revenues – Sandi’s report
Data provided as of 05/16/2019 for period ending 05/31/2019.
Motion made by Weins, 2nd by Lisica to accept financial reports as presented. Motion approved.
B. Monthly Fund Report – City Printout –
Report received dated 05/16/2019 for the period ending 05/31/2019.
C. City Treasurer report –
Report received dated March 31, 2019.
- V. BUSINESS
A. OLD
1. TPG on LaBelle’s proposal -
TPG Group representative Brian Van Peteghem provided the viability of the LaBelle lighting proposal. TPG is the architect and general contractor for the ongoing library renovations. The options were to install new LED lighting fixtures or LED retrofitting the current fixtures. His opinion was that the cost and the needed lighting improvements were in favor of retrofitting. The library is also eligible for the DTE rebate on the energy saving plan.
Proposal was tabled for follow-up with LaBelle on more specifics.
2. Approve 2019/2020 budget
Weins provided data sheets on new budget and estimated tax revenue figures from the city. Overall the expenditures and revenue figures project a small surplus. After discussion, a motion was made by

Weins, 2nd by Steffey to approve the 2019/2020 budget and send it to the city. Motion approved as presented.

B. NEW

1. Approve TPG kitchen modifications/upgrades
The work has been completed and the accessibility and functionality has been noted by the users of the community room.
Motion made by Powers, 2nd by Lisica to approve payment for work done by TPG Group. Motion approved.
2. Discussion on opening Sundays
Steffey presented a need to provide library services on Sundays. Information was shared and discussed including issues of staffing, finance, etc. Various opinions were shared including implementing a trial/test period but the plan was tabled for additional data and strategies to implement and finance.

C. OTHER

VI. ANNOUNCEMENTS, INFORMATION, ETC.

- A. Program stats from May 2019 and upcoming events, programs
Library director highlighted event programs for April and distributed program calendar for June.
The MPL Children's Room Newsletter for May 2019 was distributed.
Children's librarian is continuing her school visits.
Art club made a \$100 donation after their art show at the library.
Summer reading program has started.
- B. Friend's Report – M. Willis
The Friends are progressing on their Second Hand Accessory Sale with Tea and Conversation on June 8th to raise money for the library.
- C. Staff – new hire
Sandy Komara (page position)
- D. Donation report -
Current total is \$ 60,395.00
The Gendernalik family has made multiple donations over the last few years.
- E. Other

VII. ADJOURN

. Meeting adjourned @ 9:30 pm

VIII. NEXT MEETING DATE - Wednesday June 26, 2019 @ 7:00 PM

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APPROVED 7/24/2019

**LIBRARY BOARD OF TRUSTEES MEETING
June 26, 2019**

MINUTES

- I. CALL TO ORDER
Meeting called to order at 7:00 pm by Powers
Members present: Powers, Weins, Lisica, Steffey, Earle
Library staff present: Director: Thomas,
Friends representative : Willis
- II. APPROVAL OF AGENDA
Motion made by Lisica to approve agenda as presented, 2nd by Powers.
Agenda approved.
- III. APPROVE OF MINUTES
Motion made by Weins, to approve the minutes as presented, 2nd Powers.
Minutes as presented were 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 comments.
- IV. FINANCIAL REPORTS
A. Monthly expenses and revenues – Sandi’s report
Data provided as of 06/17/2019 for period ending 06/30/2019.
Motion made by Weins, 2nd by Steffey to accept financial reports as
presented. Motion approved.
B. Monthly Fund Report – City Printout –
Report received dated 06/17/2019 for the period ending 06/30/2019.
C. City Treasurer report –
Report received dated May 31, 2019.
- V. BUSINESS
A. OLD
1. 2019/2020 Budget issues -
Major issue was the proposed increase of the administrative fees by
the city. Weins reported that the number would be \$25,000.00 as
opposed to the current \$15,000. Following discussion, Powers
presentation a motion to approve the budget as presented by Weins
and to present a Board Resolution to the city as follows:

**Board Resolution
June 26, 2019**

The Board believes that it has a fiduciary responsibility to assure that its millage is invested to support the MacDonal Public Library mission, services and facilities. The Board believes the allocation of the City’s general and administrative

costs to the Library is an inappropriate transfer of a dedicated millage. As part of our fiduciary duty of implementing the voter's intent, the Board will take appropriate actions to challenge such a transfer of the Library's dedicated millage to the City's General Fund.

The motion was 2nd by Weins. Motion passed with all members signing the petition.

2. LaBelle's proposal update
Further details were requested as to subcontracting of various aspects of the plan.
3. Sunday service – follow-up information
Motion made by Weins, 2nd by Steffey to table the item. Motion approved.

B. NEW

1. Set meeting date with Board and Fulltime staff
Thomas has scheduled the meeting for July 24th
2. Approve staff in-service day
Thomas has scheduled program for a date to be determined for staff with an initial agenda of CPR, defibrillator use, community health issues and staff interaction
4. Approve new Board member – replace C. Earle
Application by Annette Duhaime was received. Following discussion, a motion made by Powers, 2nd by Earle to accept for consideration. Motion approved.

C. OTHER

VI. ANNOUNCEMENTS, INFORMATION, ETC.

- A. Program stats from June 2019 and upcoming events, programs
Summer reading program has started.
Parks & Recreation Department has programs with the library
- B. Friend's Report – M. Willis
A letter was received from the Friends expressing appreciation for the kitchen updates. They expressed the increased utility of the facility for library programming and activities of the Friends.
An annual library OPEN HOUSE is planned for September 27th.
- C. New machines – Computers, fax, copier, printer
Five new computers (SLC purchase), new fax machine, office printer and a copy machine which can receive print requests from various devices the public uses
- D. Donation report -
Current total is \$ 60,400.00
- E. Other

VII. ADJOURN

- . Meeting adjourned @ 8:30 pm

VIII. NEXT MEETING DATE - Wednesday July 24, 2019 @ 7:30 PM

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APPROVED 8/28/2019

**LIBRARY BOARD OF TRUSTEES MEETING
July 24, 2019**

MINUTES

- I. CALL TO ORDER
Meeting called to order at 7:35 pm by Weins
Members present: Weins, Lisica, Steffey
Members excused: Powers, Earle
Library staff present: Director: Thomas,
Friends representative: Willis
- II. APPROVAL OF AGENDA
Motion made by Lisica to approve agenda as presented, 2nd by Steffey.
Agenda approved.
- III. APPROVE OF MINUTES
Motion made by Steffey, to approve the minutes as presented, 2nd Weins.
Minutes as presented were 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 comments.
- IV. FINANCIAL REPORTS
A. Monthly expenses and revenues – Sandi’s report
Data provided as of 07/17/2019 for period ending 07/31/2019.
Motion made by Weins, 2nd by Steffey to accept financial reports as
presented. Motion approved.
B. Monthly Fund Report – City Printout –
Report received dated 07/17/2019 for the period ending 07/31/2019.
C. City Treasurer report –
Report received dated June 30, 2019.
- V. BUSINESS
A. OLD
1. Sunday Library Opening - Discussion with Board and Librarians
Librarians A.Goike, K.Marra, M.Gardella requested that their input be
allowed on the Library Board’s previous discussion of library service
being available to the public on Sunday. Board members noted that
the idea was presented in previous Board meetings but no immediate
action is planned. Further research is needed and the Board does
appreciate contributions from the librarians addressing positive and
negative issues including finance and staffing issues of implementing
the Sunday opening
2. Budget issues – Weins follow-up
Budget submitted to the city was as approved at last meeting.

3. Request a reimbursement of city charges
The administrative fee charged by the city exceeded quoted amount by \$2,279.94. A motion was made by Steffey to request a refund, which was 2nd by Lisica. Motion approved.

B. NEW

1. Interview for Library Board position– Annette Duhaime
Local resident submitted an application for future opening and the library trustees requested a session to exchange ideas and philosophies on library service to the community and the responsibilities of the Board.
2. Interview for Library Board position– Sue Underwood
Unable to attend and is rescheduled for next Board meeting

C. OTHER

VI. ANNOUNCEMENTS, INFORMATION, ETC.

- A. Program stats from July 2019 and upcoming events, programs
Summer reading program has started.
Parks & Recreation Department has programs with the library
- B. Friend's Report – M. Willis
Open house planned for Sept. 27th
Friends Book Nook has been cleaned and organized
Will hold a book sale on the 1st Saturday of every month
Will participate in city garage sale the weekend of August 10th
Dairy Queen will hold a fund raiser on August 15th
- C. Communication – Selfridge Military Air Museum
Letter received acknowledging donation of obsolete computers and peripherals to the military air museum.
- D. Library of Michigan – Free tools & resource handout
Data sheet was provided by the Library of Michigan providing access and password to the United for Libraries internet site for library trustee. Resources include trustee training, webinars, toolkits, etc.
- E. Donation report - \$ 60,428.00
- F. Other

VII. ADJOURN

- . Meeting adjourned @ 9:15 pm

VIII. NEXT MEETING DATE - Wednesday August 28, 2019 @ 7:30 PM

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APPROVED 9/25/2019

**LIBRARY BOARD OF TRUSTEES MEETING
August 28, 2019**

MINUTES

- I. CALL TO ORDER
Meeting called to order at 7:30 pm by Powers
Members present: Powers, Weins, Lisica, Steffey
Members excused: Earle
Library staff present: Director: Thomas,
- II. APPROVAL OF AGENDA
Motion made by Powers to approve agenda as presented, 2nd by Steffey.
Agenda approved.
- III. APPROVE OF MINUTES
Motion made by Weins, to approve the minutes as presented, 2nd Steffey.
Minutes as presented were 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 comments.
- IV. FINANCIAL REPORTS
A. Monthly expenses and revenues – Sandi’s report
Data provided as of 08/23/2019 for period ending 08/31/2019.
Motion made by Weins, 2nd by Lisica to accept financial reports as presented. Motion approved.
B. Monthly Fund Report – City Printout –
Report received dated 08/23/2019 for the period ending 08/31/2019.
C. City Treasurer report –
Report was not available.
- V. BUSINESS
A. OLD
1. Request reimbursement of City Charges – B. Weins
Charges appear to exceed the amount agreed by the city for administrative services. Weins will submit reminder every week of agreements and changes made by the city.
- B. NEW
1. Interview for Library Board position– Sue Underwood
New Baltimore resident was an applicant for any future seat with the library trustees. Board members felt that a meeting with the applicant would be appropriate to exchange ideas and philosophies on library services to the community and the responsibilities of the Board.

C. OTHER

1. Eagle Scout – project request

Lamarr Mitchell made a request for his project for a badge to build a Free Little Library “building” in addition to those that have been installed. Motion was made by Powers, 2nd by Lisica to approve the project subject to the library directors overseeing the project. Motion approved.

VI. ANNOUNCEMENTS, INFORMATION, ETC.

A. Program stats from August 2019 and upcoming events, programs

B. Friend’s Report – M. Willis

Open house is planned for Sept. 27th from 6:00pm to 8:00 pm

C. Policy work

D. Patron purge

Library deleted about 500 people from database. Currently there are 5250 registered library users.

E. Event registration program – Demco’s SignUp’s case study – K. Marra

Demco Software did a case study on their website of how the children’s librarian K. Marra helped the library staff run their events..

F. Donation report - \$ 60,436.00

G. DTE rebate review –

LaBelle Electric is doing a review and will contact Library Director for implementation.

VII. ADJOURN

. Meeting adjourned @ 8:25 pm

VIII. NEXT MEETING DATE - Wednesday September 25, 2019 @ 7:30 PM

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APPROVED 10/23/2019

**LIBRARY BOARD OF TRUSTEES MEETING
September 25, 2019**

MINUTES

- I. CALL TO ORDER
Meeting called to order at 7:30 pm by Powers
Members present: Powers, Lisica, Steffey, Earle
Members excused: Weins
Library staff present: Director: Thomas,
- II. APPROVAL OF AGENDA
Motion made by Powers to approve agenda as presented with addition of OTHER item, 2nd by Steffey. Agenda approved.
- III. APPROVE OF MINUTES
Motion made by Powers, to approve the minutes as presented, 2nd Steffey. Minutes as presented were 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 comments.
- IV. FINANCIAL REPORTS
A. Monthly expenses and revenues – Sandi’s report
Data provided as of 09/13/2019 for period ending 09/30/2019. The issue of the city applying administrative charges for services not used by the library appears again. A remote access fee of \$116.67 was added. Motion made by Powers, 2nd by Earle to accept financial reports as presented questioning the city on the additional charge. Motion approved.
B. Monthly Fund Report – City Printout –
Report received dated 09/23/2019 for the period ending 09/30/2019.
C. City Treasurer report –
Report as of August 31, 2019 was received.
- V. BUSINESS
A. OLD
1. Eagle Scout – Lamarr Mitchell
He is a student at Anchor Bay High School and provided a presentation on his Boy Scout project request to build a “Little Free Library” structure as an addition to those currently installed around New Baltimore. Powers made a motion to approve his project working with the library director before final approval. 2nd made by Steffey. Motion approved
2. Discuss/Vote/Approve new member to the Board
After discussion, Powers made a motion to submit Annette Duhaime as candidate for the open position and Sue Underwood to the next position available. Annette Duhaime and Sue Underwood are invited to the next

meeting for exposure to board activity. 2nd to the motion was made by Steffey. Motion approved.

B. NEW

1. Approve updated policies

a.- Incident report - form adopted on motion by Powers and a 2nd made by Steffey. Form approved.

b.- Circulation policy - added new statement on auto-renewal eligibility. Motion made by Powers and 2nd by Lisica. Revised policy approved.

c.- Community rooms policy - supplemental statements on projector use and cancellations were added. Motion made by Powers and 2nd by Steffey to add supplements. Motion approved.

d. - Fax use policy - modified statement to eliminate fax service to international numbers. Motion made by Powers and 2nd by Earle to approve. Motion approved.

C. OTHER

1. Hiring agency

Steffey shared her conversation with the director of the Massillon Library in Ohio and the use of a library director headhunter service.

VI. ANNOUNCEMENTS, INFORMATION, ETC.

A. Program stats and upcoming events, programs, Children's Room News

B. Friend's Report - M. Willis

Open house is planned for Sept. 27th from 6:00pm to 8:00 pm. The Voice newspaper had front page story on the event and the Friends of the Library.

C. Fine free week

Program will be used 3 more times.

D. In service date

Will include instructions/training from the police and fire departments.

E. LaBelle/DTE lighting project

They will be in the library putting in new light fixtures on the Adult side. This part of the library will be closed for a week.

F. Donation report - \$ 60,461.00

G. Other

VII. ADJOURN

Meeting adjourned @ 8:45 pm

VIII. NEXT MEETING DATE - Wednesday October 23, 2019 @ 7:30 PM

APPROVED 12/11/2019

**LIBRARY BOARD OF TRUSTEES MEETING
October 23, 2019**

MINUTES

- I. CALL TO ORDER
Meeting called to order at 7:30 pm by Powers
Members present: Powers, Weins, Lisica, Steffey, Earle
Library staff present: Director: Thomas,
New Board Member: Annette Duhaime
- II. APPROVAL OF AGENDA
Motion made by Lisica to approve agenda as presented, 2nd by Steffey.
Agenda approved.
- III. APPROVE OF MINUTES
Motion made by Weins, to approve the minutes as presented, 2nd by Powers. Minutes as presented were 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 comments.
- IV. FINANCIAL REPORTS
A. Monthly expenses and revenues – Sandi’s report
Data provided was for the period as of 10/21/2019. The ongoing issue of the city applying supplemental administrative charges for services to the library appears again. Weins will question the city again on these charges. Motion made by Weins, 2nd by Powers to accept financial reports as presented questioning the city on the additional charge. Motion approved.
B. Monthly Fund Report – City Printout –
Report received dated 10/21/2019 for the period ending October 31, 2019.
C. City Treasurer report –
Report as of September 30, 2019 was received.
- V. BUSINESS
A. OLD
1. La Belle – DTE project
The lighting upgrade to convert the fixtures to LED in the adult section, staff offices and community room have been completed. Follow-up adjustments will be made but the lighting condition has been improved.
2. Discussion of hiring firm – S. Steffey
Follow-up from previous board meeting was provided. Issues of cost, written job descriptions, and alternate strategies were discussed.

B. NEW

1. Recommend retaining Stan Lisica
Term expired and he accepted renewal. New term expiration date is 2024.
2. Approve resignation of Camille Earle
Earle regretfully submitted her resignation and will deliver her formal letter to the mayor. She stated her productive experience as a member but she was following her plans The Board accepted with regrets.
3. Approve new Board member Annette Duhaime. She is filling Camille Earle's term and that will expire in 2022.
New member was recognized and welcomed.
4. Approve updated policies
Tabled.
5. Director evaluation
Executive session was held. The board president will provide the Director with the results of her evaluation

C. OTHER

1. C. Earle
Earle summarized her tenure as a board member, the progress and challenges during her term of service.

VI. ANNOUNCEMENTS, INFORMATION, ETC.

- A. Program stats and upcoming events, programs, Children's Room News
Summary of activities for October were highlighted
Calendar for November was distributed
- B. Friend's Report – M. Willis
Open house was held Sept. 27th
1st Saturday book sale will continue every month
Next major event/fundraiser will be the Bazaar on November 30th in the library meeting rooms.
- C. TPG – carpeting, painting
Follow-up will be done to complete the adult area of the library in the spring of 2020.
- D. Cintas – new cleaning supply company
A 36th month contract will provide supplies and new dispensers.
- E. Jingle Bell Run – registration at the library December 8th.
- F. Donation report - \$ 60,461.00
- G. Other

VII. ADJOURN

Meeting adjourned @ 9:20 pm

VIII. NEXT MEETING DATE - Wednesday December 4, 2019 @ 7:30 PM

APPROVED 1/22/2020

**LIBRARY BOARD OF TRUSTEES MEETING
December 11, 2019**

MINUTES

- I. CALL TO ORDER
Meeting called to order at 7:30 pm by Powers
Members present: Powers, Weins, Lisica, Duhaime
Member excused: Steffey
Library staff present: Director: Thomas,
Friends of the Library: M. Willis
- II. APPROVAL OF AGENDA
Motion made by Lisica to approve agenda as presented with amendment ,
2nd by Powers. Agenda approved.
- III. APPROVE OF MINUTES
Motion made by Weins, to approve the minutes as presented, 2nd by
Powers. Minutes as presented were 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 comments.
- IV. FINANCIAL REPORTS
A. Monthly expenses and revenues – Sandi’s report
Data provided was for the period as of 11/30/2019. The ongoing issue of
the city applying supplemental administrative charges for services to the
library appear again. Weins will question the city again on these charges.
Thomas reported that DTE provided the library a rebate check in the
amount of \$1954.35 for the LED lighting upgrades installed by LaBelle
Electric. Motion made by Weins, 2nd by Powers to accept financial reports
as presented questioning the city on the additional charges. Motion
approved.
B. Monthly Fund Report – City Printout –
Report received dated 12/11/2019 for the period ending November 30,
2019.
C. City Treasurer report –
Report not available.
- V. BUSINESS
A. OLD
1. Approve updated policies
Tabled.
2. Reappointment and new Board member

At the November 18th City Council meeting Lisica was approved for term ending 2024 and Duhaime was approved to finish Earle term ending 2022.

3. Overpayment for 2018 – B. Weins

Weins updated the Board on the current disagreement about the additional charges by the city that appear on the monthly fund report. These charges are above the administrative amount that was negotiated when the budget was approved by the city. He will pursue further discussion with the city.

B. NEW

1. Approve 2020 library closings

Motion made by Duhaime with a 2nd by Weins to approve closing dates as presented. Motion approved.

2. Approve 2020 library board meeting dates

Motion made by Lisica to approve meeting dates with the June meeting date set for the 17th Motion was 2nd by Powers. Motion approved.

C. OTHER

1. Anchor Chamber Sponsorship

Thomas noted that the Chamber holds various events in the city such as Taste Fest, Music Fest, Gold Outings, etc. The question arose if the library should participate as a sponsor of an event for public relations. After discussion the item was tabled for additional information.

VI. ANNOUNCEMENTS, INFORMATION, ETC.

A. Program stats and upcoming events, programs, Children's Room News

Summary of November activities were highlighted
Calendar for December was distributed

B. Friend's Report – M. Willis

Next meeting is January 6th

Summary report of the Bazaar of November 30th was provided

.The Friends will provide a recognition lunch/dinner for staff in January

C. City audit report– library section was positive with no issues

D. New hire – Mary "Lynn" Bowers

Position is as a Page.

Library will also be training new persons for substitute positions.

E. Donation report - \$ 60,505.00

F. Other

VII. ADJOURN

Meeting adjourned @ 8:30 pm

VIII. NEXT MEETING DATE - Wednesday January 22, 2020 @ 7:30 PM