

**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, 2<sup>nd</sup> by Steffey.  
Agenda approved.
- III. APPROVE OF MINUTES  
Motion made by Weins, to approve the minutes as presented, 2<sup>nd</sup> 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, 2<sup>nd</sup> 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, 2<sup>nd</sup> 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. 27<sup>th</sup> 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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