

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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