

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