

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