

St. Ignace Public Library Board Minutes

110 W. Spruce St.

April 11, 2017

Convened at 5:12 PM

Trustees absent: Loni Brown

Old Business:

- 1. Approval (Including additions & amendments) of April minutes:** Moved by Martha Sjogren, 2nd by Mary Maurer, all approved.
- 2. Book Drop Canopy:** Architect Rick Perry has final construction plans ready for bids. Moved by Mary Maurer, 2nd Elaine MacDonald. All approved. Bids are due in by May 11. Pre Bid meeting will be at 2 PM May 4 at the library. Bid acceptance meeting will be immediately after the close of bidding on the 11th. Motion to compensate Architect Rick Perry up to \$800.00 for his work: Moved by Tarry Stowitts, 2nd Mary Maurer, 1 opposed. Motion carried.
- 3. Director Search:** The Board continued discussing plans for a 'new' director. The consensus of the Board was that the work should begin early and would result in some working overlap of the outgoing director and the new. A 'search committee' was formed and will meet on April 25. Timelines will be established and the Director will have prepared a draft advertisement.
- 4. New Library Hours:** The Library will remain open on Tuesday evenings until 7 PM as on Wed. & Thurs. On Monday evenings, the Library will close at 5 PM as usual, and then open again at 6 for students only. Closing time will be 8 PM. Summer opening hours (9 AM) will begin May 1.
- 5. 'Open' sign:** The Board has suggested displaying a lighted sign that says 'OPEN' in the front window. The Director proposed a LED sign, cost about \$100.00. Board approved.
- 6. Library Goals Workshop:** The meeting continued the discussion and prioritizing of Library goals that previous workshops had determined. The director will prepare a final document identifying the Library's goals, priorities, and progress toward their implementation.

New Business:

- 1. Director's Report:** April 2017 activity was noticeably up compared to Jan. 2016 in most categories.
- 2. 1st Quarter Financials:** The director presented the Board with the financial information for the 1st quarter of 2017. Overall, just approximately 21% of the budget has been spent. A few line items are in excess of 25 % and most are under. No issues at this time. Moran township has paid all of its millage money.
- 3. New WebSite Proposal:** Nathan Lyle of 'My Web Maestro' has submitted a bid for the preparation of a new Library website. The Director had previously provided him with proposal requirements. Mr. Lyle proposal met or exceeded our requirements. After checking with the City, it was determined that as he was the primary vendor for our consortium libraries, we should employ his firm for the work.
- 4. Annual Library Sponsored Event:** After discussion, it was decided to hold a photography contest as an event unique to the Library. Particulars to be determined at future meetings.

5. **Gros Cap School Event:** The Director suggested a library sponsored event at the Gros Cap school, as is done at the St. Ignace Elementary School. Board approved.
6. **New Trustee:** Elaine MacDonald has been officially sworn in as our latest Board Trustee.
7. **Deposits:** 3/16/17 -\$15,404.18, 4/11/17 - \$2,626.36 = (\$18,030.54) (Included Penal fine money and millage money from the townships).
8. **Payment of Bills:** Bills in the amount of \$5,833.94 submitted for approval. All approved.

Adjourned: 7:20 PM. All approved.

Friends of the Library Meeting: April. 17 at 5:15 in the Library

Next Trustees Meeting Date: Tuesday, May 16 at 5:05 PM in the library.