

**St. Ignace Public Library Board Minutes**

**110 W. Spruce St.**

**July 11, 2017**

Convened at 5:10 PM

**Trustees absent:** Loni Brown

**Old Business:**

1. **Approval (Including additions & amendments) of July minutes:** Moved by Martha Sjogren, 2<sup>nd</sup> by Mary Maurer, all approved.
2. **New Web Site:** The director has been working with Jean Montgomery at Superiorland to finalize the layout and appearance of the webpage. Sometime in July. The site will run parallel with the old site for a month or so to work out any bugs.
3. **New Bookcase in History Room:** Director will ask Friends of the Library at the next meeting for funds to purchase another bookcase for the History Room. (At the meeting Judy Gross suggested waiting until the History Room holdings were cataloged and sorted for storage before deciding on another bookcase.)

**New Business:**

4. **Director's Report:** July 2017 activity was up in most categories compared to July 2016 and considerably up compared to June 2017.
5. **Director Search:** 6 applicants were interviewed and the field was narrowed to three possible candidates. Employment begins September 5, 2017 or as soon as possible thereafter. The current Director will work through the month of September to help the new Director acclimate.
6. **2<sup>nd</sup> Quarter Financials:** The Director presented a report on the Library's budget status at the end of the 2<sup>nd</sup> quarter of the year. Revenue at the halfway point of the year was at 37.72 % with 97 % of the City millage monies still outstanding. Township collections are at 100%. City collections will pick up in July. Expenditures were at 45.66%, 4.34% under budget. A few line items are at or over budgeted amounts, but can be adjusted with transfers from other areas that are under budget when the final budget adjustments are made in the fall.
7. **New Front Signage:** Director will ask for a quote from Mike Lamb at Arrow Signs for a new signage in front of the Library. He will also investigate pricing for an electronic, remotely operated marquee to replace the current marquee. Ask DDA Director to present request to DDA Board for financial help with new Library Signage. Did not put on the July agenda, will put on the August agenda.
8. **New Bookcase in History Room:** Director will ask Friends of the Library at the next meeting for funds to purchase another bookcase for the History Room. (At the meeting Judy Gross suggested waiting until the History Room holdings were cataloged and sorted for storage before deciding on another bookcase.)
9. **Bookdrop Canopy:** Brian Olsen, City engineer, suggested hiring a local concrete contractor to install the two cement columns, and then bidding out the remainder of the work to local contractors. He is checking possible contractors.
10. **Deposits:** June 13, \$xx
11. **Payment of Bills: Bills Paid:** Bills in the amount of \$xx submitted and approved.

**Public Comment:** Kim Nowack, Library's representative to the UPRLC Board, made a few comments about the most recent meeting. The Library Board appreciates the time Kim takes to keep us informed about UPRLC activities.

**Adjourned:** 6:14 PM. All approved.

**Friends of the Library Meeting:** Oct 16 at 5:15 in the Library

**Next Trustees Meeting Date:** Tuesday, August 8 at 5:05 PM in the library.