

St. Ignace Public Library Board Meeting Minutes– December 17, 2019

The meeting was called to order at 5:08 PM with the following present: Alycia McKowen, Loni Brown, Eliska Grogan, Mary Maurer, Elaine MacDonald, and Kim Nowack. Not present was Ruth Lachapelle and Martha Sjogren.

A motion was made by Loni Brown to approve the November 2019 meeting minutes as presented and was seconded by Mary Maurer. Motion was carried.

Old Business

None

New Business

Director's Report: Alycia McKowen presented the Director's Report and highlighted some key areas for discussion. Current library usage and trends were presented. Upcoming collaborations and community engagement events were discussed with Alycia highlighting upcoming events to support and supplement holiday events taking place in the community. Alycia gave an update on the Leadership Academy that she is participating in on what was discussed during the December session. Strategic planning was the main focus of the December session and Alycia updated the board on what tools she learned.

Adjustments to the 2019 Budget: Alycia McKowen presented the expenditure budget for the 2019 fiscal year with adjustments to the highlighted line items. Alycia discussed why certain line items were higher than the adopted budget. Mary Maurer made a motion to accept the adjusted expenditure line items for the 2019 fiscal year as presented. Kim Nowack seconded the motion. A roll call vote took place to accept the motion. Mary-yes, Kim-yes, Loni-yes, Eliska-yes, Elaine-yes. Motion was passed.

Staff Wages: As per policy, the library board is required to approve wage increases indicated in the wage schedule on the Employee Compensation policy for the St. Ignace Public Library. The new starting wage is to be changed from \$10.45 to \$10.77 per hour. This change would affect staff employees Chad Lozen and Janet Plumstead. Loni Brown made a motion to accept the change to the starting wages for library employee Chad and Janet from \$10.45 to \$10.77 per hour effective January 1, 2020. The motion was seconded by Eliska Grogan. Motion carried.

Director Wage Increase: Alycia McKowen presented her case to have her wage increased from her starting wage of \$38,000 per year to \$40,000 per year. Discussion took place. A motion was made by Mary Maurer to increase Library Director Alycia McKowen's salary from \$38,000 per year to \$40,000 per year effective January 1, 2020. Eliska seconded the motion. A roll call vote took place to accept the motion. Mary-yes, Kim-yes, Loni-yes, Eliska-yes, Elaine-yes. Motion was passed.

Board of Trustees: Alycia McKowen discussed the new chair and vice-chair of the St. Ignace Library Board for the 2020 year. Elaine MacDonald will be chair and Eliska Grogan will be vice-chair ~~Loni Brown will be vice-chair~~. Loni Brown also renewed her term as a board member for another 5 years.

Public Comment

Alycia McKowen thanked board member Eliska Grogan for her dedication and volunteerism to get the library ready for Reading with Santa program.

Eliska Grogan brought up a comment regarding how ads for bids for lawn care and snow removal are placed into the community. Ads for Bids are placed in the St. Ignace Newspaper. Discussion took place to increase visibility for Ads for Bids by placing it on the library website, social media platforms, and also the newspaper.

Discussion took place on how to reignite interest in the Friends of the Library. Alycia will be doing a call for interest for the January 13, 2020 Friends of the Library meeting.

Approval of Payables: The library board signed off on the payables totaling \$5,671.91

Meeting adjourned at 5:53 PM with a motion to adjourn made by Mary Maurer and seconded by Loni Brown. Motion carried.

Approved January 14, 2020