

St. Ignace Public Library Board Meeting Minutes– February 11, 2020

The meeting was called to order at 5:04 PM with the following present: Alycia McKowen, Loni Brown, Eliska Grogan, Elaine MacDonald, and Martha Sjogren. Not present was Ruth Lachapelle, Mary Maurer, and Kim Nowack.

A correction was made to the January 2020 meeting minutes to remove a section of the minutes from an event that took place in December 2019. A motion was made by Martha Sjogren and seconded by Loni Brown. 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 discussing upcoming partnership with NASA for a community forum for Earth Day. Alycia gave an update on the internal happening of the library highlighting to changes to DVD organization and Tween collection.

Facility Image Audit: Alycia McKowen discussed the Facility Image Audit Forms and encouraged board members to fill one out.

EPS Security Quote: Alycia McKowen presented a quote from EPS Security to upgrade the security system to utilize the fiber optic infrastructure. Further information regarding the quote was discussed. The quote to upgrade the system is a total of \$2,187 and of that amount labor would cost \$1,205 and equipment would cost \$982. This upgrade would increase the monthly maintenance cost by \$30.00 for a total of \$87.00 per month. A question regarding the need to pull a permit was discussed and the permit is to ensure the fire safety system is correct with the Fire Department. Alycia McKowen also presented that keeping the analog phone line for the existing infrastructure for the alarm system would cost upwards of \$400.00 or more for just two months. A motion was made by Martha Sjogren to move forward with the proposal (totaling \$2,187.00) given by EPS Security to upgrade the infrastructure of the St. Ignace Public Library and was seconded by Loni Brown. Motion was carried.

Krista Brown Fund: Alycia McKowen discussed utilizing the Krista Brown Fund for the year 2020 at a total of \$1,000 for the fiscal year as discussed prior with Krista Brown. A motion was made by Martha Sjogren to have to two signatures-Loni Brown and Eliska Grogan- of the Library Board on the Community Foundation Unendowed account request the \$1,000.00 to be used in the 2020 fiscal year for the purchase of Juvenile Fiction in which such items will be declared purchased through the Krista Brown Fund with a book plaque on the inside cover of each item. The motion was seconded by Loni Brown. Motion was carried.

Public Comment

Alycia McKowen discussed that the marquee sign was not functioning due to the computers running on Windows 7 causing the script to no longer work. SLC is working on updating the computers.

Approval of Payables: The library board signed off on the payables totaling \$3,713.40 with the City Water Bill being unknown at the time of the board meeting.

Meeting adjourned at 5:35 PM with a motion to adjourn made by Loni Brown and seconded by Martha Sjogren. Motion carried.

Approved April 21, 2020