

# St. Ignace Public Library Board Meeting

## September 14, 2021 5:00 PM

The meeting was called to order at 5:01 PM with the following in-person attendance: Alycia McKowen, Loni Brown, David Coven, Eliska Grogan, Ruth Lachapelle, Elaine MacDonald, Kim Nowack, and Martha Sjogren in person attendance.

A motion was made by Ruth Lachapelle to accept the July 2021 board meeting minutes as presented. Martha Sjogren seconded that motion. Motion was passed.

### Old Business

**Lighting Update:** Alycia McKowen gave an update on the LED lighting project. The only lights left to be replaced in the main library room is emergency lights and the tube lights.

### New Business

**Director's Report:** Alycia McKowen presented her Director's Report highlighting her community engagement.

**Hot Water Heater Quote:** Alycia McKowen presented the quote from Automated Comfort Controls for the replacement of the water heater. David Coven made a motion to approve the \$1,575.00 replacement quote from Automated Comfort Controls contingent on the library director not finding a cheaper quote by the end of September. If a cheaper quote is available, the director has the permission of the St. Ignace Public Library Board of Trustees to approve the quote and replace the water heater. Martha Sjogren seconded the motion. Motion was passed.

**2021 Expenditure Revenue Amendments:** Alycia McKowen presented budget amendments to correct line items that are currently over the approved budget. Discussion took place. Agenda item to be tabled until October 2021 board meeting for addition clarifying information.

**2022 Budget:** Alycia McKowen presented the proposed 2022 Revenue (\$172,430.00) and Expenditure (\$170,280.00) Budget. Line items Mers 457, Communication, and Membership Dues saw a slight increase. Line item Janitorial saw a decrease to reflect the reduction in custodian services. The line item for Newspapers was empty in the proposed budget, but Alycia clarified that it should be \$1,000. Martha Sjogren made a motion to approve the 2022 proposed revenue budget totaling \$172,430.00 and the proposed expenditure budget with the addition of \$1,000 to the Newspaper line item to total \$170,280.00. Elaine MacDonald seconded the motion. Motion was passed.

The motion to approve the 2022 proposed budget was rescinded at 5:38 PM to reflect a discussed change in Wages, Temporary line item.

David Coven made a new motion to approve the 2022 proposed revenue budget totaling \$172,430.00 and the proposed expenditure budget totaling \$172,280.00 with the following changes: Line Item Wages, Temporary at \$32,000 and Line Item Newspapers at \$1,000. Ruth Lachapelle seconded the motion. Motion was passed.

**Assistant Director Position:** Alycia McKowen discussed changes in Director role and the need for another Assistant Director. Discussion took place and the consensus was the director would bring updated job descriptions to the October 2021 meeting for further board discussion on refilling/promoting the Assistant Director position.

**Approval of Payables:** The present board member signed off on library payables totaling \$6,639.20

**Public Comment:** None

**Board Discussion:** Discussion took place on strategic planning process and looked at vision and mission statements.

Loni Brown made a motion to adjourn the meeting. Ruth Lachapelle seconded the motion. Motion was passed. Meeting adjourned at 6:06 PM

Approved October 12, 2021