

St. Ignace Public Library Board Meeting

October 12, 2021 5:00 PM

The meeting was called to order at 5:00 PM with the following in-person attendance: Alycia McKowen, David Coven, Ruth Lachapelle, Elaine MacDonald, and Kim Nowack and Elaine MacDonald. Not in attendance was Loni Brown, Eliska Grogan, and Martha Sjogren.

A motion was made by Ruth Lachapelle to accept the September 2021 board meeting minutes as presented. Elaine MacDonald seconded that motion. Motion was passed.

Old Business

Alycia McKowen updated board on lighting and water heater projects.

New Business

Director's Report: Alycia McKowen presented her Director's Report highlighting MCWC Health Fair and Fall Fest.

2021 Expenditure Revenue Amendments: Alycia McKowen presented budget amendments to correct line items that are currently over the approved budget. Discussion took place with clarifying information regards MERS. David Coven made a motion to accept the budget amendments to the following line items as presented:

Self-Funded Health Line item to be adjusted to \$216.28; MERS 457 line item to be adjusted to \$800.00; Communications line item to be adjusted to \$2,000; Membership Dues line item to be adjusted to \$2,500; Temporary Wages line item to be adjusted to \$30,000.

Ruth Lachapelle seconded the motion. Motion was passed.

Job Descriptions: Alycia McKowen presented updated job descriptions for Library Assistant Clerk, Assistant Library Director, and Library Director. Discussion took place.

Assistant Director Position: Discussion took place on promoting Chad Lozen to the existing unfilled Assistant Director Position. Discussion took place on the difference in roles from previous Assistant Director. David Coven made a motion to promote Library Assistant Clerk, Chad Lozen, to the unfilled Assistant Director position at \$15.00 an hour with an end of the year review effective immediately. Ruth Lachapelle seconded the motion. Motion was passed.

Krista Brown Fund Request: Alycia McKowen made a request of the board to use \$500.00 of the Krista Brown fund to purchase Juvenile materials. Ruth Lachapelle made a motion to approve the request of \$500.00 to be withdrawn from the Krista Brown Fund by one of the account signees (Loni Brown or Eliska Grogan) for the purpose of purchasing Juvenile Materials. David Coven seconded the motion. Motion was passed.

Kanopy: Alycia McKowen presented a new eResource service for patrons to watch films at home with a maximum cost of \$1,300 if all registered and active patrons took advantage of the service. Discussion took place. Ruth Lachapelle made a motion to approve the purchase of Kanopy for 1 year. Elaine MacDonald seconded the motion. Motion was passed.

Approval of Payables: The present board member signed off on library payables totaling \$3,515.46

Public Comment: None

Board Discussion: Discussion took place on strategic planning process and looked at goals. Discussion took place.

Ruth Lachapelle made a motion to adjourn the meeting. Elaine MacDonald seconded the motion. Motion was passed. Meeting adjourned at 6:23 PM

Approved November 9, 2021