

## Minutes

November 8, 2022 Meeting

St. Ignace Library Board of Trustees

Meeting was called to order at 5:04 PM.

Members present: Loni Brown, Kim Nowack, Eliska Grogan, Ruth Lachapelle, Elaine MacDonald, Bonnie Ledy, David Coven. Also present: Director Sharon Crotser-Toy.

Members absent: none.

By-laws reading was from Article II section E. a short discussion followed on Trustee advocacy especially in the area of program support and other ventures that could increase public participation in library programs.

The minutes from the October 11, 2022 board meeting were read and approved on a motion by Lachapelle and supported by MacDonald.

There was one addition to the agenda concerning 2022 budget adjustments, placed in New Business.

### **Old Business**

The library director presented the revised Collection Development Policy. A motion to approve the policy was made by Nowack and supported by Grogan. Following a discussion the motion to approve was passed.

Director Crotser-Toy presented a revised HVAC repair quote from Automated Comfort Controls for \$19,558.00. A motion by Ledy to approve the quote while negating the previously approved quote for \$14,478.00 was supported by MacDonald. After discussion, the motion was passed.

Director Crotser-Toy gave an update on the Bois Blanc Island service. She will be going to the island to meet with residents in an effort to gain a better understanding of what's needed and expected from the St. Ignace Library. She will report the results back to the board at the next meeting.

The director presented budget adjustments to the 2023 budget, decreasing 790-830 Technology \$1,000 to \$7,000 due to the library's ability to work through the cooperative for best prices. This decrease is to be added to 790-818 Contracted Services which is currently running high, making the 2023 budget for that line item \$11,000 rather than \$10,000 as previously approved. A motion to approve the recommended adjustments was made by Lachapelle and supported by Ledy. The motion passed.

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### HOURS:

Monday 10-5  
Tuesday 10-5

Wednesday 10-7  
Thursday 10-5

Friday 10-5  
Saturday 10-3

## New Business

November payables were approved.

The director presented her monthly report. Of note: Staff development day is scheduled for November 29th. The library will be closed for the day.

The director presented the snow plowing bid for consideration. A motion by Lachapelle and supported by Nowack to accept the bid was passed. In the discussion following, it was suggested the board develop an improved method to get bids out to the public. The director will add language to the webpage to help clarify the process for the public.

The Facility Audit will be addressed by the board at the December meeting.

The director presented budget adjustments for the 2022 budget. A motion by Lachapelle and supported by Ledy to approve the adjustments as presented below was passed.

### Budget Adjustments Recommended:

#### INCREASES:

271-790-750 OPERATING SUPPLIES	\$100.00
271-790-818 CONTRACTED SERV	\$1,500.00
271-790-829 CONT SERV, EDUCATION PROG	<u>\$300.00</u>
TOTAL	\$1,900.00

#### DECREASES:

271-790-721 MESC	\$(500.00)
271-790-830 TECHNOLOGY	\$(500.00)
271-790-873 TRAVEL	\$(300.00)
271-790-956 SUNDRY	<u>\$(600.00)</u>
TOTAL	\$1,900.00

The director presented a staff compensation increase breakdown. After discussion, it was decided that the director should consult with the city on the issue.

There was no public comment.

The next board meeting is scheduled for December 13, 2022. Board members, library staff and guests will get together at the Village Inn following the meeting for a holiday gathering.

A motion to adjourn was made by Lachapelle and supported by MacDonald. Motion passed. Meeting adjourned at 6:47 PM.

Next meeting: December 13th, 5:00PM.

-DC/SC

#### HOURS:

Monday 10-5  
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Thursday 10-5

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