
Minutes
October 11, 2022 Meeting
St. Ignace Library Board of Trustees

Meeting was called to order at 5:06 PM.

Members present: Loni Brown, Kim Nowack, David Coven, Ruth Lachapelle, Elaine MacDonald.
Also in attendance: Sharon Crotser-Toy

Members absent: Eliska Grogan and Bonnie Ledy

Agenda Additions: None

The minutes of the September 12, 2022 meeting were read, corrections noted and made. The minutes were approved by a voice vote of the board.

The library director initiated a new procedure for the board's monthly meeting by reading a portion of the board's by-laws. This is an effort to keep the by-laws fresh in mind, and up to date with the board's procedures. This will be an ongoing process.

Old Business

The library director presented an update on the Bois Blanc Island survey, included in the board packet. A brief discussion followed with emphasis on the scope of the library's service area, Bois Blanc millage support, and the impact of those issues on library service to the residents of the island. Continued analysis will be done by the library director.

The library director presented two bids for repairing the library's air conditioning system. It was noted that the bid from Automated Comfort Control was the lowest. A motion by Lachapelle to accept the bid from Automated Comfort Control for \$14,478 was supported by MacDonald. Motion passed.

The library director updated the board on the student advocate position proposed in the library's strategic plan, with hopes of gaining insight and increasing relevancy from this demographic. After discussion, it was determined that the director will pursue overall goals with the LaSalle High School, sharing some of the ideas discussed, particularly the interest in distributing a survey to the students in an effort to get more and varied student input.

The director updated the board on the 2022 budget amendments/adjustments included in the board packet, noting the budgeting process evolves throughout the year.

HOURS:

Monday 10-5
Tuesday 10-5

Wednesday 10-7
Thursday 10-5

Friday 10-5
Saturday 10-3

Draft Minutes
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Trustees

Budget Adjustments Recommended:

Increases:

271-790-706 WAGES: \$1,300.00
271-790-715 SOCIAL SECURITY \$850.00
271-790-716 HEALTH FRINGES \$3,750.00
271-790-718 RETIREMENT \$850.00
271-790-864 CONF. & WORKSHOPS \$200.00
271-790-920 UTILITIES, ELECTRIC \$2,500.00
271-790-935 PROPERTY LIABILITY INS \$388.00
271-790-962 MEMBERSHIP DUES, LIB \$600.00
TOTAL \$10,438.00

Decreases:

271-790-776 BLDG. MAINT SUPPLIES \$(1,000.00)
271-790-830 TECHNOLOGY \$(900.00)
271-790-831 CONTRACTED SERV, JANITORIAL \$(1,500.00)
271-790-921 UTILITIES, NATURAL GAS \$(1,500.00)
271-790-955 eBooks + \$(1,500.00)
271-790-957 ADULT FICTION \$(500.00)
271-790-959 ADULT NON-FICTION \$(438.00)
271-790-960 JUVENILE MATERIAL \$(2,100.00)
271-790-963 AUDIO VISUAL, LIB \$(1,000.00)
TOTAL \$(10,438.00)

A motion was made by Nowack and supported by Lachapelle to approve the budget amendments/adjustments as presented. Motion passed.

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The director then presented the draft 2023 budget, included in the board packet. A motion was made by LaChapelle and supported by MacDonald to approve the draft 2023 budget with the understanding that numbers will change before a final 2023 budget is produced. Following discussion, the motion passed.

New Business

The payables were approved.

Crotser-Toy presented the Director's Report, highlighting the Bois Blanc Island survey outcomes and her attendance at UPRLC.

The director offered the idea of continuing education programs for the board for the coming year, already completed for 2022 in keeping with the strategic plan. This would be a continuation of the training the board received in the spring of 2022. The board believed this was an excellent idea as all members felt the training session held this year was very beneficial.

The director presented three documents (included in the board packet) for discussion:

- Reconsideration of Library Materials policy
- Collection Development policy update
- Reconsideration of Library Materials form

Following discussion, LaChapelle moved, with support from MacDonald, to approve both Reconsideration documents. The board postponed action on the proposed revisions to the Collection Development document until the next meeting.

The director presented a brief introduction to UPLink, included in the board packet, a digital services and database effort of benefit to the library and community. Membership of \$100 is required to access those benefits. After discussion, a motion was made by Nowack and supported by Coven to approve the cost of UPLink membership. Motion passed.

There being no public comment and no further business to come for the board, the meeting was adjourned at 6:38 PM, motion by MacDonald and supported by Lachapelle. Motion passed. All accompanying documents are attached to the board packet.

The next board meeting is scheduled for November 8, 2022 at 5:00 PM.

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Tuesday 10-5

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Thursday 10-5

Friday 10-5
Saturday 10-3