

## Minutes

St. Ignace Library Board of Trustees  
February 14, 2023

Meeting called to order at 5:04 p.m.

Members Present: Kim Nowack (attended by Zoom), David Coven, Ruth LaChapelle, Bonnie Ledy, and Elaine MacDonald

Members Absent: Loni Brown and Eliska Grogan

Others Present: Sharon Crotser-Toy

Since Trustee Nowack attended remotely through Zoom, she did not vote on any motion before the Board.

Short Takes for Trustees, United for Libraries: The short take for this meeting was put on pause for next time because the screen was in use for Zoom.

Meeting Minutes: On a motion by Trustee LaChapelle and with support by Trustee Coven, the minutes from the January 10, 2023 meeting were read and approved unanimously.

Additions to the Agenda: Personal Leave Time Policy was added as an agenda item under New Business.

### OLD BUSINESS:

On January 10, 2023, Trustee Eliska Grogan submitted her resignation from the Board. On a motion by Trustee Coven and supported by Trustee LaChapelle, Grogan's resignation was accepted by the Board unanimously.

### NEW BUSINESS:

The library director presented her monthly report on library usage and other activities. She highlighted her change in schedule which now includes her weekly planning day on Tuesday. This set aside day has allowed her to closely analyze and monitor the items affecting the library and guide her decision making as she brings her recommendations and issues to the Board.

Payables were approved.

### Action Plan:

After Library director Crotser-Toy looked at the 2022 SIPL Action Plan, she expressed her concern about the vastness of the actions required. The three main themes: outreach, programming, and facility, required her to meet with a wide variety of local groups. She raised a concern that the outreach portion of the plan was too vast and would be very difficult to manage time wise. After much discussion, the Board asked her to prioritize the items on the plan to make the plan more manageable and bring her recommendations to the Board.

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### HOURS:

Monday 10-5  
Tuesday 10-5

Wednesday 10-7  
Thursday 10-5

Friday 10-5  
Saturday 10-3

**Assistant Director Hours Increase:**

Library Director Crotser-Toy asked to increase the Assistant Director's weekly hours to 32 hours per week, which is a 5 hour per week increase. This will allow the director to have interruption free time on Tuesdays as she studies the issues affecting our library. She also asked that the janitorial hours be increased from 3 to 4; currently the cleaning has been taking approximately four hours, but is only paid at three hours. This keeps the Assistant Director position part time; because the library has no policy defining a full time employee, it is assumed that we follow the city policy of 40 hours per week as full time. Trustee Ledy made a motion to increase the Assistant Director's weekly hours to 32 hours per week and to increase the janitorial weekly hours to 4; Trustee LaChapelle supported the motion. Motion carried unanimously.

**Personal Leave Time Policy:**

With the increase in the work week to 32 hours for the Assistant Director position, the board was tasked with analyzing the amount of personal time available for this position. The SIPL Policy states that an employee is eligible for annual personal leave time equal to the hours of their authorized work week. (This is equal to the individual's average work week.) Because of the Board's approval of the increase in hours, the Assistant Library Director's position is now authorized to work 32 hours per week, so, according to the SIPL Policy, the authorized personal leave time for this position is 32 hours per year.

Trustee LaChapelle made a motion to set the authorized personal leave time for the Assistant Director Position to 32 hours in accordance with the authorization of the 32 hour work week for this position. Trustee Coven supported this motion. Motion carried unanimously.

**Facility Evaluation:**

With the increase of remote meetings, people have begun to request a private room to attend meetings remotely. Currently we only have one place in the library that is private enough for patrons to attend these meetings remotely. Director Crotser-Toy requested that we have a library consultant come for a facility evaluation to evaluate the space at our library. This will give her valuable information on how to best utilize our available space. During discussion the trustees learned that private meeting space was occasionally requested at our facility. The SIPL Board supported this suggestion to have a facility evaluation from our director. Crotser-Toy will contact possible companies who do this to get an idea of the cost.

**City/Township Meeting Schedule:**

Our library director will be attending the local city and township meetings to update these entities about the library. She will attend the St. Ignace City Council meeting on February 20, Moran Township Board of Trustees meeting on March 1, and St. Ignace Township meeting on March 8. Trustee Coven offered to attend these meetings with Director Sharon Crotser-Toy.

**Public Comment:**

Trustee Nowack informed the board that Superior Land is currently seeking a secretary to take minutes at their meetings.

**Adjournment:**

Trustee Ledy made a motion to adjourn the meeting at 6:19 p.m. with support from Trustee LaChapelle. Motion carried.

Next meeting will be March 14, 2023.

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**HOURS:**

Monday 10-5  
Tuesday 10-5

Wednesday 10-7  
Thursday 10-5

Friday 10-5  
Saturday 10-3