

## Minutes

St. Ignace Library Board of Trustees  
August 8, 2023

Meeting called to order at 5:02 p.m.

### ROLL CALL:

Members Present: Deanna Draze, Kim Nowack, David Coven, Ruth LaChapelle, and Elaine MacDonald

Members Absent: Bonnie Ledy, Loni Brown

Others Present: Sharon Crotser-Toy

**SHORT TAKES FOR TRUSTEES, United for Libraries:** The short take for Trustees this month focused on Board Policy; presenters were Ramiro Salazar and Nicolle Davies. Salazar pointed out that policies serve as the guiding principles for the library and help with the daily operation of the library. It is vital that the Board understand the importance of policies and work collaboratively with the director in the formation of new policy and in evaluating and updating of current policies. The differences between a Policy Making Board and an Advisory Board were also presented. Director Crotser-Toy noted that our library is a Policy Making Board and our facility is a limited public forum where the use of the library is limited in scope.

**APPROVAL OF THE JULY 18, 2023 BOARD MINUTES:** On a motion by Trustee LaChapelle and support by Trustee Coven, the minutes from the July 18, 2023 meeting were unanimously approved as presented.

No additions to the agenda

### OLD BUSINESS:

**HEALTH INSURANCE LINE ITEMS:** Director Crotser-Toy clarified information about the health insurance line items: Health Fringes (271-790-716.000) and Self-Funding Health Premium (271-790-716.001). The health fringes line items is for the cost of the director's monthly bill for health insurance, \$874.85 per month. The City Clerk reported that the rates are based on age, so that explained the increase in cost. The director also noted that we will have a shortfall in the budgeted amount as it will cost approximately \$10,498.20 for the year, and only \$8,000 is budgeted in that line item. Under self-funding health premium, it has been discovered that there is a cap for this item at \$3,000. The director will ask the city what the cap is for other departments within the city. No action was taken at this time since there is currently money allocated in the budget to cover the current charges.

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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:

**DIRECTOR'S REPORT:** The library director presented her monthly report. The director pointed out that Brian Olsen has stopped by the library to evaluate the situation with our metal roof. He will go through the reports/documentation at the city from when the building was originally built and provide us with guidance on how to address the issues. The Georgia "Juddie" Rhoades collection is in the final stages of digitizing. Betsy Turf has been instrumental in this effort. Director Crotser-Toy is hoping to have an open house to share this wonderful collection. The summer reading program is winding down.

**APPROVAL OF PAYABLES:** The payables were approved.

**FINANCIAL REPORT:** In addition to the questions about health insurance and the self-funded health premium that were already discussed, Director Crotser-Toy reported that the penal fine money has been received, but the amount is \$5,000 less than we budgeted, coming in around \$36,000 instead of the budgeted \$41,500. Questions were also raised about the amount of money we are receiving in interest. With our healthy fund balance, we have not yet received any interest income. The director will check on this.

**BORROWING AGREEMENT WITH NEIGHBORING LIBRARIES:** The director is currently working with the Cheboygan Public Library and Superior District Library which serves Bayliss, Moran, Detour, Drummond Island, Engadine, Pickford and Rudyard to develop a reciprocal borrowing agreement. A particular type of library card will be issued to patrons from these libraries and enable them to use our library. The books, however, must be returned to the library where it was checked out.

**PUBLIC COMMENT:** It was reported that Trustee Kim Nowack will be presenting a program at our library on August 23, 2023 at 7 p.m. on the History of the Bridge. Our director also informed the board that the Friends of the Library will have their largest book sale ever in early September. Trustee Draze noted that there will be a Native American Beadwork program tomorrow night at the library at 7 p.m.

**ADJOURNMENT:** On a motion by Trustee Coven, supported by Trustee LaChapelle, the meeting was adjourned at 6:01 p.m.

**NEXT MEETING:** Our next meeting is September 12, 2023.