
Minutes

St. Ignace Library Board of Trustees
October 10, 2023

Meeting called to order at 5:03 p.m.

Roll Call:

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

Members Absent: Loni Brown

Others Present: Sharon Crotser-Toy, Director

Approval of the September 12, 2023 board minutes: Trustee Coven made a motion to approve the minutes from the September 12, 2023 board meeting as presented; Trustee Ledy supported the motion. The minutes of the September 12, 2023 meeting were approved unanimously as presented.

No additions to the agenda.

OLD BUSINESS:

UPRLC Trustee Roundtable: Trustee Coven presented some of the information he learned at this roundtable.

- It is important for the board to know what our original documents say about the authority of the board. Our director then reported that according to the Michigan Statute of 1877, Act 164, our board has the authority to make policy.
- It was also discussed that each party that contributes to the library should pay their fair share. This is true for our library except for one very small township.
- Trustee Coven reported on the recommendation that we have a lawyer on retainer to help with legal questions or lawsuits that may arise. Lawsuits have targeted boards over many issues including fiduciary responsibility.
- It is important for libraries to have a Memorandum of Understanding with their Friends of the Library group to avoid any misunderstandings or conflicts.
- It was also discussed how fund balances can be invested and how much can be kept on hand for the library's immediate needs.

NEW BUSINESS:

HOURS:

Monday 10-5
Tuesday 10-5

Wednesday 10-7
Thursday 10-5

Friday 10-5
Saturday 10-3

DIRECTOR'S REPORT: The library director presented her monthly report. Director Crotser-Toy noted that, because summer has ended, library visits have slowed. Our director was honored to report that we received a monetary honorarium in Memory of Paul Fitzpatrick. She noted that the Juddie Rhoades collection is completed and uploaded to UPLINK Georgia Rhoades. She also pointed out that we have many upcoming programs: Boarding School Memories, Poets & Prost, History and Traditions of Michigan's Dead, Michigan Poet Laureate Nandi Comer, and a concert by Troy Graham. The library also received two complimentary copies of the new book by Joan Turner-Coven, "Down the Chute and Across the Tram." One will be for patron viewing and the other will be placed in historical records.

APPROVAL OF PAYABLES: The payables were approved.

FINANCIAL REPORT – 2023 BUDGET AMENDMENTS: Director Crotser-Toy presented a list of line-item adjustments that were needed for our 2023 Budget. Trustee Coven made a motion to approve the line-item budget amendment recommendations as proposed. Trustee Drazz supported this motion. The motion carried unanimously.

Increases

271-790-716 Health Fringes \$2,500
271-790-818 Contracted Services \$3,000
Our old friend. Expenses still expected this year:
EPS (facility security): \$274
ACC maintenance \$1,479
Mowing/Snow removal \$600
NOP (printer; clerical supplies) \$600
271-790-918 Utilities, Water \$85
TOTAL INCREASES TO EXPENDITURE LINE ITEMS: \$8,538

Decreases:

Fund Balance \$2,500
271-790-830 Technology \$3,500
271-790-829 Cont. Serv, Ed Programs \$1,500
271-790-956 Sundry \$500
271-790-960 Juvenile Material \$538
TOTAL DECREASES TO EXPENDITURE LINE ITEMS: \$8,538

2024 BUDGET DRAFT: Director Crotser-Toy presented the proposed budget for 2024. A motion was made by Trustee Coven with support from Trustee Nowack to adopt the budget draft as presented. The motion carried unanimously.

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FUND BALANCE: It was reported that our fund balance is approximately \$511,723. With little to no interest earnings on this account, the fund balance discussion centered on how to increase interest earnings by possibly investing the money in a state guaranteed program, a CD, or money market account. There is also an investment pool called Michigan Class. All of these options will be explored and discussed at the beginning of the new calendar year. If an investment option is possible, the amount invested will also need to be determined. The amount recommended has been to invest all but enough money in the fund balance to support 2 – 6 months' worth of expenses.

Currently on our income statement, there is no record of revenue coming into our account from the fund balance. A motion was made by Trustee Coven with support from Trustee LaChapelle that when the board moves money from our fund balance to cover budget shortfalls, the transfer of funds must be shown on our revenue side. Motion carried.

PUBLIC COMMENT: Trustee Coven stressed the need for the board to exercise their fiduciary responsibility with the roof. Director Crotser-Toy said she would contact the city concerning this since they volunteered to fix the roof. It was also reported that October is National Library Month. We received a proclamation from the state concerning this.

ADJOURNMENT: On a motion by Trustee Coven, with support from Trustee Drazo, the meeting was adjourned at 6:40 p.m.

NEXT MEETING: Our next meeting is November 14, 2023.