

Minutes  
St. Ignace Library Board of Trustees  
November 14, 2023

Meeting called to order at 5:06 p.m.

Roll Call:

Members Present: Kim Nowack, Deanna Draze, David Coven, Loni Brown, and Elaine MacDonald  
Members Absent: Bonnie Ledy and Ruth LaChapelle  
Others Present: Sharon Crotser-Toy, Director

Approval of the October 10, 2023 board minutes: Trustee Draze made a motion to approve the minutes from the October 10, 2023 board meeting as presented; Trustee Brown supported the motion. The minutes of the October 10, 2023 meeting were approved unanimously as presented.

Additions to the agenda: Officers for next year, Holiday Dinner for trustees, and employee Jill Eyre

OLD BUSINESS:

2023 Budget Amendments Final:

On a motion by Trustee Coven with support from Trustee Brown, the following 2023 budget amendments were unanimously approved.

INCREASES:

271-790-818	CONTRACTED SERVICES	550.00
271-790-830	TECHNOLOGY	700.00
271-790-918	UTILITIES, WATER	110.00
271-790-920	UTILITIES, ELECTRIC	<u>1,250.00</u>
		\$2,610.00

DECREASES:

271-790-721	MESC	(700.00)
271-790-921	UTILITIES, NATURAL GAS	(1,000.00)
271-790-956	SUNDRY	<u>(910.00)</u>
		(2,610.00)

HOURS:

Monday 10-5  
Tuesday 10-5

Wednesday 10-7  
Thursday 10-5

Friday 10-5  
Saturday 10-3

**2024 Budget Final:**

Before the final 2024 budget proposal with amendments was put up for a vote, a motion was made by Trustee Brown with support from Trustee Drazo to include the following in our 2024 amended budget proposal: move \$100,000 from our fund balance to line item 271-791-977, capital outlay equipment. Motion carried unanimously.

Trustee Coven with support from Trustee Brown made a motion to approve the final 2024 Budget Proposal with the following line-item changes made from our preliminary 2024 proposal (which was approved on October 10, 2023) and further noted that this includes the 2% proposed raise for employees:

**INCREASE:**

271-790-932 EQUIPMENT MAINTENANCE	
(Line item transfers)	\$ 2,000.00
271-790-9777 CAPITAL OUTLAY EQUIPMENT	\$ 100,000.00

**DECREASE (line item transfers):**

271-790-920 UTILITIES, ELECTRIC	\$ (500.00)
271-790-921 UTILITIES, NATURAL GAS	<del>\$(1,500.00)</del>
	\$(2,000.00)

Motion carried unanimously.

Library Establishment Documents, Update: Director Crotser-Toy gave an update on the documents concerning our library's establishment. Judy Gross has found some Women's Civics Group documents, however, other documents concerning the city's acquisition of the library are missing. The search for a complete record of this documentation will continue.

**NEW BUSINESS:**

**DIRECTOR'S REPORT:** Director Crotser-Toy noted that it had been a busy month for the library with many vibrant, well attended presentations. She expressed a desire to have the Michigan Poet Laureate return for another presentation. A partnership with the Arts Council may be explored. The farewell party for Jill Eyre was well attended. Now that she has been elected to St. Ignace City Council, she can no longer work at the library. That will leave the library short a staff member and may affect the library's staffing over Thanksgiving. Director Crotser-toy also pointed out that she is working with the new St. Ignace Area Schools principal and the elementary school's librarian on future programs.

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

**FINANCIAL REPORT – 2023 BUDGET AMENDMENTS:** All items for discussion with the financial report were handled in the 2023 budget amendments and the final approval of the 2024 proposed budget. There were no further questions.

**SNOW REMOVAL BID:** A motion was made by Trustee Brown with support by Trustee Coven to accept the bid from Great Lakes Exterminating to do our snow removal again this winter. Director Crotser-Toy noted that it was only a \$10 increase per plowing over last year's rates. Motion carried unanimously.

**HOLIDAY DINNER:** This year's holiday get together will be after the December 12th board meeting at the Village Inn.

**OFFICERS:** Each year the slate of officers for the St. Ignace Public Library Board rotates. Next year's officers will be: President Ruth LaChapelle, Vice-President Elaine MacDonald, and Secretary Bonnie Ledy.

**Jill Eyre:** This item was discussed during the Director's Report.

**PUBLIC COMMENT:** Director Crotser-Toy expressed a desire to start a Library Trustee Finance Committee. This small committee will start in January. Trustee Coven and Trustee MacDonald have agreed to serve on this committee.

**ADJOURNMENT:** On a motion by Trustee Coven, with support from Trustee Draze, the meeting was adjourned at 6:10 p.m.

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