
Aug 13, 2024—Minutes—St. Ignace Board of Trustees

Meeting called to order at 5:08 by President, Ruth LaChapelle.

Roll Call: Present: Ruth LaChapelle, Deanna Draze, Joe Power, Jim Carnes, Sharon Crotser
Library Director.

Short Takes for Trustees: Postponed due to time limitations.

Minutes: June minutes reviewed. Joe Power made motion to approve minutes. Supported by
Jim Carnes. Motion carried.

Additions to the agenda: None

Old Business:

· Sharon Crotser-Toy requested permission to attend the Association of Rural and Small
Libraries (ARSL) in Springfield, MA (Sept 11-14, 2024). Benefits include networking with other
small libraries, problem solving for rural libraries, and enhancing professional skills. She
would be driving her own vehicle. Deanna Draze made the motion to approve the conference
fee (\$405), hotel costs (474.22) and travel expenses (in accordance with city/state policy). Joe
Power supported the motion. Motion passed.

New Business:

· Director's Report.

- Circulation: Staff is working on better highlighting the collection with book displays. A digital display is on the order list. The United Methodist Church is collecting children's books for us, most of which will probably go into our give-away and prize collection.
- Director has attended city department head meetings and a Michilimackinac Historical Society Meeting. Sarah participated in this year's back-pack give-away. Library provided crafts, stickers, and pencils.
- Professional Development: Director attended the Post Pandemic Libraries Cohort meeting and the Library of Michigan's July meeting.

·Upcoming PD events Director is scheduled to attend:

- UPRLC (Sept 25-26 Escanaba, MI)
- ARSL (Sept 11-14 Springfield, MA)
- MLA (Oct 15-18 Traverse City, MI)
- Partial day workshop Nov 13 sponsored by Superiorland Library Cooperative and led by Dillon Geshel, SLC Director. Morning MelCat training for staff, including other small area libraries. Afternoon Project 2025 impact on libraries and millages. Afternoon open to trustees.

HOURS:

Monday 10-5
Tuesday 10-5

Wednesday 10-7
Thursday 10-5

Friday 10-5
Saturday 10-3

·Programming

- Four Schillings Short concert was well attended. Misunderstanding of payment for the workshop. Attendees each paid \$25 but library had intended it to be free.
- The Arts Council will no longer be responsible for the Hand-Made events. Library will resume leadership and Arts council will assist as possible.
- Adventure Cupcakes was small but successful!
- Summer Reading program highly successful. Full report next month.

·Upcoming events: MHS program-Sea Stacks Author John Hagen Aug 13; fiber Arts, Story Hour, Lego Club, Book Club.

· Approval of Payables: The payables were approved.

· Finance Committee Report:

- Line items discussed: Self-Funding Health Premiums, Contracted Services, Utilities (electric), Property Liability Insurance.

- The following actions were taken by the Board of Trustees:

1. Move \$500 from 790-716.001 SELF-FUNDING HEALTH PREMIUM to 790-920 UTILITIES, ELECTRIC. Motion made by Joe Power. Motion supported by Jim Carnes. Motion carried.
2. Move \$15,000 from the FUND BALANCE to 790-818 CONTRACTED SERVICES. Motion made by Joe Power. Motion supported by Jim Carnes. Motion carried.
3. Move \$9.00 from 790-708 WAGES to 790-935 Prop. LIABILITY INSURANCE. Motion made by Joe Power. Motion supported by Jim Carnes. Motion carried.

- Committee discussed the process of generating a 3, 5 and 10 year plan. Committee recommends a thoughtful plan for the use of our current Fund balance to involve a thorough discussion of facility and service needs for the coming years. No action taken at this time.

· Carpet cleaning quote

- Low bid was Atlas Cleaning and Restoration of Sault Ste. Marie (\$2,294.75). Other cleaning services contacted were Straits Area Janitorial of Cheboygan and U. P. Carpet Cleaning of St. Ignace. U.P. Carpet Cleaning did not respond to quote request. Joe Power made the motion to contract with Atlas for \$2,294.75. Deanna Draze supported the motion. Motion carried.

· Poison Ivy Removal

- Betsy Hart (Master Gardener volunteer in charge of our flower beds) has recommended contracting with local goat farm to use goats to remove poison ivy. She submitted a sample contract. There were several questions regarding details such as cost, timeline, animal control, and erosion issues. Sharon will try to arrange a meeting with Betsy, Jim Carnes and Ruth LaChapelle. Issue tabled until after committee meeting.

· Library of things. Sharon presented a policy for borrowing and using items from the Library of Things. Jim Carnes made the motion to accept the policy. Joe Power accepted the motion. Motion carried.

· Friends of the Library: The Friends are discussing strategies for promoting membership and are evaluating their fee structure for becoming a member.

Motion to adjourn was made by Joe Power. Supported by Deanna Draze Motion carried.

Meeting adjourned.

Next meeting: Sept 10, 2024

Respectively submitted by Deanna Draze—August 22, 2024