

Minutes

St. Ignace Library Board of Trustees  
December 12, 2023

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

Roll Call:

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

Members Absent: None

Others present: Sharon Crotser-Toy, Director

Approval of the November 14, 2023 board minutes: Trustee Coven made a motion to remove in paragraph one of the 2024 Budget Final, "to line item 271-791-977, capital outlay equipment." Then also delete in paragraph 3 under INCREASE: " 271-790-977 CAPITAL OUTLAY EQUIPMENT \$ 100,000.00".

A motion to approve the November 14, 2023 minutes with the changes made by Trustee Coven was moved by Trustee Ledy and seconded by Trustee LaChapelle. Motion carried unanimously.

There were no additions to the agenda.

OLD BUSINESS:

The 2023 Budget Amendments Draft and 2024 Budget Draft were reviewed, as below.

INCREASES:

271-790-716.001 SELF FUNDING HEALTH PREMIUM	350.00
271-790-899 MARKETING	300.00
271-790-918 UTILITIES, WATER	65.00
271-790-956 SUNDRY	50.00
271-790-957 ADULT FICTION	900.00
	\$ 1,665.00

DECREASES:

271-790-963 AUDIO VISUAL	(1,365.00)
271-790-958 LIBRARY OF THINGS	(300.00)
	(\$1,665.00)

Trustee Coven moved to approve the line item amendments as directed by Director Crotser-Toy and was seconded by Trustee Brown. Motion carried unanimously.

HOURS:

Monday 10-5  
Tuesday 10-5

Wednesday 10-7  
Thursday 10-5

Friday 10-5  
Saturday 10-3

Trustee Coven then made a motion to have \$10,250 moved from the library fund balance into MERS retirement for 2023. ~~This is to adjust for the City's clerical error that did not include the previous director's contributions that were paid for 2023.~~ Seconded by Trustee Brown. Motion carried unanimously.

#### NEW BUSINESS:

**DIRECTOR'S REPORT:** A new employee, Brooke Mattila has been hired. The staff in-service day went well; tasks in the library were completed, cross-training was done, and new strategies were put in place for cataloging. One of the boiler pumps needs to be replaced; the funds can be transferred to have the repair completed. The Sault Tribe of Chippewa Indians granted part of the 2% monies to purchase items for The Library of Things. The 8 laptop computers that were purchased from the previous grant have arrived and are awaiting setup at Superiorland and will be shipped when completed. The fax machine is not working and Director Crotser-Toy is working with the telephone company and Superiorland to repair it, as it has malfunctioned with the upgraded firewall ~~on bids to replace it.~~ Great Start Collaborative is offering programs at the library for preschoolers. 4-H coordinator, Tracy Abram, proposed a job skills event for teens in February.

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

**FINANCIAL REPORT:** All amendments for 2023 and 2024 were completed and approved in Old Business.

**PART-TIME POSITION:** Director Crotser-Toy presented a job description for a Part-Time Library Youth Assistant. It was moved by Trustee Coven to approve the job description as written, seconded by Trustee Drake. Motion carried unanimously.

**PUBLIC COMMENT:** Trustee Nowack stated she will be in Marquette, on Thursday, November 17, 2023, to get updates at the Superiorland meeting.

**ADJOURNMENT:** Motion made by Trustee Brown to adjourn the meeting at 6:10 p.m., seconded by Trustee Ledy. Motion carried unanimously.

**NEXT MEETING:** January 9, 2024