

Dec 10, 2024—Minutes—St. Ignace Library Board of Trustees

Meeting called to order at 5:02 by President, Ruth LaChapelle.

Roll Call: Present: Ruth LaChapelle, Deanna Draze, Loni Brown, Jim Carnes, Sharon Crotser, Elaine MacDonald, Kim Nowack. Visitor: Scott Marshall, City Manager. Absent: Joe Power

Minutes: November meeting minutes reviewed. Jim Carnes made the motion to approve the minutes. Supported by Kim Nowack. Motion carried.

Additions to the agenda: No additions.

Old Business:

- Recommended amendments to the 2024 budget were presented. Jim Carnes made the motion to approve the recommended amendments to the 2024 budget (see below). Elaine MacDonald supported the motion. Motion carried.
  - o Move \$600 from #959 non-fiction to #957 adult fiction
  - o Move \$200 from #864 conferences and workshops to #918 water.
- Recommended amendments to the 2025 budget were presented.
  - o The 2025 budget will require an additional \$3,500 for the City to cover clerical/financial services. Since it is an unexpected cost, this can be drawn from the fund balance. Loni Brown made the motion to approve this recommendation. Motion supported by Elaine MacDonald. Motion carried.
  - o To account for increases in #807 accounting and auditing, adjustments were recommended.
    - . Loni Brown made the motion to approve the recommendations below. Motion supported by Elaine MacDonald. Motion carried.
    - § Move \$200 from #853 communications to #807 auditing
    - § Move \$200 from #873 travel to #807 auditing

New:

- City Manager, Scott Marshall explained reasons for the unexpected cost of clerical/financial services.
- Director's Report.
  - o Circulation: November has been exceptionally slow. Steps to build circulation include:
    - § Book displays throughout community
    - § Bois Blanc lending collection
    - § January adult reading program
    - § Continuing to upgrade book collection
  - o Collection Development:

---

HOURS:

Monday 10-5  
Tuesday 10-5

Wednesday 10-7  
Thursday 10-5

Friday 10-5  
Saturday 10-3

§ The visit from Jennifer Donner of NMU to help evaluate local history materials is postponed due to a family emergency.

o Community:

§ Director attended meeting of the Mackinac Conty Wellness Coalition.

§ Director visited LaSalle H.S. 8 items were checked out. The goal is to make this a monthly visit.

o Facility

§ 3 architectural/design firms have responded with quotes for a space and usage evaluation. This will be studied further. Expense will come from the Fund Balance.

o Professional Development:

§ The Director participated in the last meeting as part of the post-pandemic COHORT through the library of Michigan. Participants will be presenting at an upcoming conference in Lansing.

o Programming: workshops—100th birthday celebrations were well received. The folk duo, Imaginary Expeditions, had 47 people attending. Plus, the regular events such as Kids' Art Class, Poetry & Prose Night, Book Club, and Story Hour remain popular.

o Upcoming Events:

§ Dec 16—Burt Lake Tribe presentation on 1900 Cheboygan County tragedy

§ Keith Scott concert postponed because of weather. It will be rescheduled.

§ Regular meetings such as Fiber Arts, Book Club, Cribbage, Poetry & Prose, Kid's Art, 1st Monday Crafts, Friday Coffee & Art Films, Arts Council.

o Misc: DDA was contacted about putting library events on city's downtown sign.

· Approval of Payables: The payables were approved by the board.

· Snow Removal Bids. Only one person submitted bid. Deanna Draze made the motion to accept the \$80 per plow. Loni Brown supported the motion. Motion carried. Scott Marshall indicated that we need to submit a letter to the city indicating that we only had 1 bid even though more were solicited. He recommended we pursue bids earlier in the fall.

· Other:

o Ruth LaChapelle reported that trustees had not received the summary of the Director evaluation. This will be emailed again.

o Kim Nowack talked about the Right to Read Bill in our state legislature and encouraged trustees to call their legislators. Link will be shared.

o Thanksgiving closure plan was discussed. Sharon Crotser-Toy clarified that the Saturday after Thanksgiving was an unpaid day off.

o Rotation of officer positions was discussed. Will be discussed further at January meeting.

5:49 Motion to adjourn was made by Elaine MacDonald. Supported by Loni Brown. Motion carried. Meeting adjourned.

Next meeting: January 14, 2025

Respectively submitted by Deanna Draze—Dec 27, 2024