

Minutes

St. Ignace Library Board of Trustees
January 14, 2025

Meeting called to order at 5:00 p.m.

Roll Call: Deanna Draze, Loni Brown, Ruth LaChapelle, Jim Carnes, Elaine Mac Donald, and Kim Nowak present. Joe Powers absent.
Also present is Director Sharon Crotser.

Short Take- This month's topic was buildings, getting on board. It discussed resources, consultants, recyclable materials, and how to be ecofriendly and environmentally conscious.

Approval of the December 10, 2024 minutes was motioned by Elaine MacDonald and seconded by Jim Carnes. The motion carried unanimously.

Old Business:

The order for board members rotation of presidency, vice-president, and secretary was discussed. Also, the terms of the members were questioned and how to find each member's term end date. The By-law committee will meet to discuss the board members appoint dates to establish their term end date.

The facility evaluation was discussed and what was needed to proceed with the building evaluation. Sharon has three bids and would like to recommend Library Design Associates; she has collaborated with them in the past. Board will review the bids and give a decision at the February 11, 2025 meeting.

New Business:

Director's Report- Sharon reported on the foot traffic for the month. Staff evaluations have been completed and she is satisfied with the results. MACC grant received and books are on order. The Friends of the Library had their book sale and reported increase in sales. Policies are being updated with staff. Overview of winter events. Discussion about adult reading program that will be starting and is similar to the children's program. The State Aid Report is completed.

HOURS:

Monday 10-5
Tuesday 10-5

Wednesday 10-7
Thursday 10-5

Friday 10-5
Saturday 10-3

Financial committee did not meet this month. Sharon gave a quick report on current financials. The fund balance is to now be on the expense and revenue report. An investment policy will need to be completed.

The City Council appointed one of their board members as a liaison to attend our Board meetings. Jill Eyre will ask questions and get answers that she can report back to the City.

The Annual Report was approved with amendments to fix typographical mistakes. The motion by Deanna Draze and seconded by Elaine MacDonald. The motion carried unanimously.

Sharon asked the Board to review the Strategic Action Plan for 2025. A motion by Loni Brown seconded by Deanna Draze was made to accept the Strategic Action Plan for 2025. The motion carried unanimously.

Approval of payables

Public comment- Ruth LaChapelle asked about the fire extinguishers and when the last one will be recharged. She also inquired about the building maintenance and who took care of every day maintenance needs. Sharon stated Chad works on projects when he is able, the DPW is also called to assist with bigger projects, and they are calling to have an electrician look at a few of the lighting issues.

Trustee Kim Nowak gave an overview of her experience with the Rockford Library. She asked about our options for library cards. Rockford had designed cards. She also said they had yard signs and bags that might be good options for the millage renewal.

Motion made by Jim Carnes and seconded by Elaine MacDonald to adjourn the meeting at 6:36 p.m.

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