

## Minutes

St. Ignace Library Board of Trustees

July 8, 2025

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

### Roll Call:

Members Present: Becky Simmons, Ruth LaChapelle, Jim Carnes, Joe Power, Deanna Drazé, and Elaine MacDonald

Members Absent: Kim Nowack

Others Present: Sharon Crotser-Toy, Director and Jill Eyre

Short Takes for Trustees, United for Libraries: This informative clip gave information about the development of board policies. These policies are vital for the framework and organization of the library. When developing policies, it is important to understand the needs and wants of the community, to listen to the advice of the director, and always do what is in the best interest of the library.

Approval of the June 10, 2025 board minutes: Trustee LaChapelle made a motion to approve the minutes from the June 2025 board meeting as presented; Trustee Power supported the motion. The minutes from the June 2025 meeting were approved unanimously as presented. (NOTE: Meeting minutes indicate the meeting was on June 11.)

No additions to the agenda.

### OLD BUSINESS:

Millage Update: The ballots are ready; however, Sharon recommended that an informational bulk mailing be done to inform and remind voters to vote. This bulk mailing will be done using EDDM, with the postcards printed by the St. Ignace News. The cost will be approximately \$650 for mailing and another \$600 to print. After much discussion, it was stressed that the time line should have the information printed no later than July 23 or 24, with mailing completed by July 28th.

### NEW BUSINESS:

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#### HOURS:

Monday 10-5  
Tuesday 10-5

Wednesday 10-7  
Thursday 10-5

Friday 10-5  
Saturday 10-3

**DIRECTOR'S REPORT:** Sharon was pleased with the circulation numbers and the increase in visitors to our library this past month. She noted that the library has been very busy. A former archivist from Northern Michigan University came to the library to give valuable information concerning safe storage of various old documents that need to be saved and protected. Two volunteers, Betsy Turf and Judy Gross, along with Sharon met with the archivist. They learned a lot, but understand that this will be a long process of sorting and cataloging these old documents. Sharon also talked about the survey that is currently being conducted about the library. Two suggestions were to increase our hours and to provide more programs. Our summer reading program is also going very well.

**APPROVAL OF PAYABLES:** On a motion from Trustee Carnes with support from Trustee LaChapelle, the payables were approved unanimously.

**FINANCIAL COMMITTEE REPORT:** Trustee Power reported that we discussed the postcard mailing which would cost approximately \$1,200 and the cost of the ballots would run approximately \$6,000. The amount for the ballot would be taken out of our fund balance. Our line items looked good and were in line with where we should be.

**FACILITY AUDIT:** Sharon provided the Board members with the design plan given to us by Library Design Associates. Two main concerns with the plan included the placement of the children's area and the lack of visibility with the teen area. The placement of the Circulation Desk was also questioned by at least one board member. Sharon has asked all trustees to either verbally or in writing provide her with feedback concerning this design no later than July 27th.

**SOCIAL MEDIA POLICY:** Trustees felt this policy was very thorough and noted that the ability to take down posts which were inappropriate was included. Trustee LaChapelle made a motion to approve the Social Media Policy with the needed number formatting corrections; support was provided by Trustee Power. Motion carried unanimously.

**MILIBRO:** The director provided each trustee with a brochure from Superiorland Library Cooperative which provided information concerning an All-In-One app to link to our library.

**PUBLIC COMMENT:** Trustee Joe Power questioned if or when the St. Ignace Public Library Investment Policy would be formally adopted. Our director reported that it must still be examined by our attorney.

**ADJOURNMENT:** On a motion by Trustee Draz, with support from Trustee Power, the meeting was adjourned at 5:58 p.m.

**NEXT MEETING:** Our next meeting is August 12, 2025.