

St. Ignace Public Library Board Meeting Minutes – June 12, 2018

The meeting was called to order at 5:05 PM with the following present: Alycia McKowen, Kim Nowack, Martha Sjogren, Tarry Stowitts, Loni Brown, Ruth Lachapelle, and Mary Maurer. Not present was Elaine MacDonald.

A motion was passed to approve May's board meeting minutes by Martha Sjogren and seconded by Ruth Lachapelle. Motion carried.

OLD BUSINESS:

Free Little Libraries- Alycia McKowen updated the board regarding DDA's approval to place free little libraries in the parks downtown. Ruth Lachapelle updated those present that she has almost finished with one of the free little libraries for the Allegiance Park. Kim Nowack stated that she had found something that could be modified into a free little library. Discussion took place regarding which line item the cost of the free little libraries would come out of.

Library Gardens- Kim Nowack discussed the library gardens and the upkeep of them.

NEW BUSINESS:

Director's Report: Alycia McKowen presented the director's report for the month of May as well as the program offerings for children this summer. Updates regarding Alycia's involvement with the cooperative were also given.

Credit Card Policy- Alycia McKowen presented a credit card policy for the intake of credit card transactions through PayPal. A motion to accept the credit card policy with the addition of a \$3.00 minimum in order to utilize credit transactions was made by Loni Brown and seconded by Martha Sjogren. Motion carried.

Public Relations Policy- Alycia McKowen presented a public relations policy. A motion to accept the public relations policy with an addition stating *or the chair of the Library Board of Trustees* be added to "In the event of an emergency, official statements to the public and the media will be made by the Director, or a designee appointed by the Director" within the policy by Martha Sjogren and seconded by Tarry Stowitts. Motion carried.

Payables- The library board signed off to approve payables totaling \$5,472.21.

PUBLIC COMMENTS:

Public commentary took place with Kim Nowack and Alycia McKowen updating the board regarding the SLC board meeting that took place on June 8, 2018. Martha Sjogren brought up the library tradition for the Fourth of July.

Meeting adjourned at 5:44 pm with a motion to adjourn made by Loni Brown and seconded by Mary Maurer. Motion carried.