

## **St. Ignace Public Library Board Meeting Minutes– July 10, 2018**

The meeting was called to order at 5:06 PM with the following present: Alycia McKowen, Kim Nowack, Loni Brown, Elaine MacDonald, and Mary Maurer. Not present was Tarry Stowitts, Martha Sjogren, and Ruth Lachapelle.

A motion was passed to approve the June's board meeting minutes by Mary Maurer and seconded by Elaine MacDonald. Motion carried.

An agenda addition was made to discuss a board member resignation. Discussion took place regarding Tarry Stowitts resignation from the board and current protocol regarding new board member candidates. Suggestions were made for recommendations and Alycia McKowen will reach out to those who were recommended to gauge interest and report back to the board so they may contact the St. Ignace Mayor.

### **Old Business:**

Alycia McKowen gave updates on the progress of the Free Little Libraries project and the book drop project. No significant updates were given as both projects have not changed progress since last meeting.

### **New Business:**

Director's Report: Alycia McKowen presented the director's report for the month of June as well as a library partnership with the Mackinac County Child Protection Roundtable to provide free breakfast/snacks for July and August.

Director/Board Evaluation: Alycia McKowen presented topics to cover for an evaluation discussion regarding her progress/job satisfaction as the library director. A trustee competencies list was also discussed as a broad overview of a trustee's role during this evaluation discussion. No complaints regarding the director or the board were given, and everyone was satisfied with the roles everyone had.

Collection Disaster Recovery Plan: Alycia McKowen presented a collection disaster recovery plan. Discussion took place on the value of the document and it will be placed in the library's policy handbook in the event it is needed.

Collection Development Policy: Alycia McKowen presented a collection development policy. This policy details the goals, philosophy, and criteria for how library materials are selected in regards to developing a collection. This document will assist in making sound choices to better the collection for the community. A motion to accept the collection development policy was made by Loni Brown and seconded by Mary Maurer. Motion carried.

MARC Class: A request to spend \$199.00 for a class for staff development was made by Alycia McKowen. A motion to spend \$199.00 for this class was made by Mary Maurer and seconded by Loni Brown. Motion carried.

Adjustments to Collection Budgets: A request was made by Alycia McKowen to move \$2,000 from the Adult Non-Fiction budget and place \$1,000 of that into Juvenile, \$500 into Large Print, and \$500 into

Adult Fiction. This adjustment would leave Adult Non-Fiction at \$1,500 total, Juvenile Fiction at \$4,000, Large Print at \$1,500, and Adult Fiction at \$4,500 for their budget totals for the fiscal year. A motion to accept the proposed adjustments was made Loni Brown and seconded by Mary Maurer.

Payables: The library board signed off to approve payables totaling \$6,991.49.

**Public Comments:**

No public comments to note.

Meeting adjourned at 5:44 PM with a motion to adjourn made by Loni Brown and seconded by Elaine MacDonald. Motion carried.

Approved August 14, 2018