

## St. Ignace Public Library Board Meeting Minutes– August 14, 2018

The meeting was called to order at 5:12 PM with the following present: Alycia McKowen, Kim Nowack, Martha Sjogren, Ruth Lachapelle and Mary Maurer. Not present was Loni Brown and Elaine MacDonald

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

An agenda addition was made to discuss expanding property lines.

### **Old Business:**

Alycia McKowen gave updates on the progress of the Free Little Libraries project. The free little library is currently in limbo, but Alycia McKowen plans on reaching out to the city and DDA to get an update on its progress. Plans were made to do a ribbon cutting and an ice cream social once the first little library is placed.

An update was given regarding the garden project. Plans to create meadows will begin at the end of summer.

An update was given regarding the process for the library board recommending a person of interest to the Mayor for consideration for becoming a new board member. A member of the library board will contact the Mayor in regards to the library board recommendation.

### **New Business:**

Director's Report: Alycia McKowen presented the director's report for the month of July as well as discussed current and upcoming partnerships for programs/events with other community organizations. Alycia McKowen also discussed upcoming goals for the fall.

Treasure Report: Alycia McKowen presented the treasury report and discussion took place on the timeline for millage payments and expenditures.

Systematic Barriers-Fines: Alycia McKowen presented documentation and peer-reviewed articles detailing the process and result of libraries eliminating fines. A motion was made by Martha Sjogren stating "Starting September 1, 2018 the library will have a new policy stating that we will no longer charge for video rentals or fines for overdue materials. Patrons with 2 overdue items will be barred from checkout until items are returned. Lost or damaged items will be charged. Any existing overdue fines will be forgiven or forgiven upon the return of the item". Motion seconded by Ruth Lachapelle. Motion carried.

Homebound Delivery Policy: Alycia McKowen presented a homebound delivery policy. Discussion took place regarding the service area the delivery would rather and how to ensure patron privacy is protected. A motion was made by Martha Sjogren to accept the Homebound Delivery Policy with the following adjustments: The Homebound Delivery service area will be changed to include St. Ignace City, St. Ignace Township, and Moran Township; add an item 8 to the guidelines that states "To ensure items are secure and protect the patron's privacy, all items will be placed in a secure box that may only be

open by the patron themselves. Volunteers who wish to assist in delivery will be required to be trained on patron privacy". Motion was seconded by Mary Maurer. Motion carried.

Newspaper Ad: Discussion took place in having a rotating newspaper ad in the St. Ignace News. Alycia McKowen will seek quotes and present findings at the next board meeting.

Payables: The library board signed off to approve payables totaling \$4,226.71

**Public Comments:**

Alycia McKowen brought the Chamber of Commerce letter that was received to the board's attention regarding joining the Chamber of Commerce membership for \$150.00 annual. The board wishes to have the Chamber of Commerce present at the next board meeting regarding the benefits for a non-profit/library. Alycia McKowen will reach out to the current director.

Meeting adjourned at 6:30 PM with a motion to adjourn made by Mary Maurer and seconded by Martha Sjogren. Motion carried.

Approved September 11, 2018