

## **St. Ignace Public Library Board Meeting Minutes– September 11, 2018**

The meeting was called to order at 5:19 Pm with the following present: Alycia McKowen, Eliška Grogan, Ruth Lachapelle, Martha Sjogren, Elaine MacDonald, Mary Maurer, and Loni Brown. Not present was Kim Nowack.

A motion was made to approve August, 2018 board meeting minutes by Mary Maurer and seconded by Loni Brown. Motion carried.

### **Old Business:**

Discussion took place regarding advertising and marketing of the library in various formats with a focus on joining the Chamber of Commerce. Pricing for newspaper ads was presented and discussed. The agenda item will be tabled until after the next fiscal year budget is presented.

### **New Business:**

Director's Report: Alycia McKowen presented the director's report for the month of August, highlighting partnerships with other local agencies.

Computer Usage Policy: Alycia McKowen presented an updated version of the current Computer Usage Policy and discussion took place. A motion was made to adopt the presented policy by Martha Sjogren and seconded by Loni Brown. Motion carried.

Library Card Policy: Alycia McKowen presented an updated version of the current Library Card Policy and discussion took place. A motion was made to adopt the presented policy with the removal of the word "overdue" in section four by Loni Brown and seconded by Mary Maurer. Motion carried.

Hiring of New Employee: Alycia McKowen presented a document with the cost breakdown for the hiring of a third employee and discussion took place on role of new employee within the library. A motion was made by Loni Brown to allow the Library Director to proceed with the hiring of a third employee and seconded by Mary Maurer. Motion carried with 4 yes and 2 no.

Payables: The library board signed off to approve payables totaling \$3,403.99 with the agreement that the Library Director would continue seeking a resolution to a billing issue with AT&T.

No public comments occurred.

Meeting adjourned at 6:19PM with a motion to adjourn made by Mary Maurer and seconded by Martha Sjogren. Motion carried.

Approved October 9, 2018