

St. Ignace Public Library Board Meeting Minutes– October 9, 2018

The meeting was called to order at 5:08 with the following present: Alycia McKowen, Eliska Grogan, Ruth Lachapelle, Loni Brown, Kim Nowack, Martha Sjogren, and Elaine MacDonald. Not present was Mary Maurer.

A motion was made to approve the September 11, 2018 board meeting minutes by Martha Sjogren and was seconded by Elaine MacDonald. Motion carried.

Old Business:

Alycia McKowen gave an update on the Free Little Libraries and future plan with promotion. The plan is to have several libraries created and finished over winter to be placed in the parks during early spring and create a literacy trail to each little library.

New Business:

Director's Report: Alycia McKowen presented the director's report for the month of September, highlighting the positive impact of going fine free had on DVD checkouts.

New Employee Update: Alycia McKowen updated the board on the chosen candidate for the opened Library Clerk with a youth focus position. Discussion also took place on the current vacancy that was created as assistant director, Barbara Zimmerman, resigned in late September. The consensus was to hire an additional employee for a part-time position and to update the board with job descriptions and a projected schedule for the employees.

Notary: Alycia McKowen presented a case to have more than one staff become a notary to create an ease for future performers at the library to have pertinent documents notarized. Discussion took place.

2019 Fiscal Budget: Alycia McKowen presented a draft of the 2019 fiscal budget and highlighted areas of significant change. Discussion took place with a focus on staffing costs, non-fiction collection costs, and contracted services for programs. A motion was made by Martha Sjogren to make the following changes to the 2019 fiscal budget: Line item Contracted Services, Education Programs shall be increased from the presented \$10,000 to \$12,000; line item Adult Non-Fiction shall be increased from the presented \$1,000 to \$1,500; line item Marketing, Ads, and Outreach shall be increased from the presented \$2,000 to \$5,000; Line item MESC can be increased from \$1,000 to \$2,000 after Alycia McKowen seeks more information regarding the purpose and reason for increased usage. The motion was seconded by Loni Brown. Motion carried.

Payables: The library board signed off to approve payables totaling \$4,605.36.

Public Comments: Alycia McKowen gave comments regarding updated look for patron cards.

Meeting adjourned at 6:32PM with a motion to adjourn made by Loni Brown and seconded by Ruth Lachapelle. Motion carried.

Approved November 13, 2018

