

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

The meeting was called to order at 5:03 PM with the following present: Elaine MacDonald, Kim Nowack, Loni Brown, Martha Sjogren, Mary Maurer, Ruth Lachapelle and Alycia McKowen. Not present was Eliska Grogan.

A motion was made by Martha Sjogren to approve the November 13, 2018 meeting minutes as presented and was seconded by Mary Maurer. Motion was carried.

### **New Business**

Director's Report: Alycia McKowen presented the November 2018 Director's Report and highlighted some key areas for discussion. The book drop project and heat mat near the book drop were discussed. Alycia McKowen gave the board an update regarding the canopy project and the heat mat. The book drop canopy was completed on December 5, 2018 at the cost of \$499.99 and the heat mat is no longer functional, but the area will be watched to see if another heat mat will be needed.

2018 Budget Amendment: Alycia McKowen presented the amended 2018 budget making note of line items that had a higher than expected usage of the proposed budget and what caused the increase of those line items. The usage of the 2018 budget overall was lower than the proposed budget. A motion was made by Martha Sjogren to accept the presented 2018 amended budget and was seconded by Ruth Lachapelle. Motion was carried.

2019 Budget Addition: Alycia McKowen presented a 2019 budget addition that is a requirement by the city and the state- a \$2,000 lump sum that is to be designated for Sick/Vacation leave in the event the Library Director retired. Discussion took place. A motion was made by Martha Sjogren to accept the 2019 budget addition of \$2,000 to be designated for the Trans to Vac/Sick line item and was seconded by Loni Brown. Motion was carried.

Term Renewals and Offices: Mary Maurer renewed her term on the library board for an additional 5 years. A change of officers took place with Ruth Lachapelle taking over the chair position and Elaine MacDonald taking over the vice-chair position for the 2019 fiscal year. Discussion took place on the library board chair line up and the line-up is as follows: Ruth Lachapelle (2019), Elaine MacDonald (2020), Eliska Grogan (2021), Martha Sjogren (2022), Mary Maurer (2023), Loni Brown (2024), and Kim Nowack (2025).

Presentation of New Phone System: Alycia McKowen presented an option to update the phone system within the library and move away from the AT&T issues with attempting to renew the library's contract. The new system would be under NetExpress and would decrease the monthly communication costs for the library. Discussion took place regarding equipment fees and the turn-around to implement a VoIP phone system. A motion was made by Loni Brown to accept the updating and moving to a new phone system on the contingency that the City also moves to accept the NetExpress proposal. The motion was seconded by Mary Maurer. Motion was carried.

Approval of Payables: The library board signed off on the payables totaling \$4,959.17

**Public Comment**

Kim Nowack gave the board an update regarding personnel within the library cooperative, Superiorland Library Cooperative.

Meeting adjourned at 5:43 PM with a motion to adjourn made by Ruth Lachapelle and seconded by Mary Maurer. Motion carried.

Approved January 8, 2019