

## **St. Ignace Public Library Board Meeting Minutes– January 8, 2019**

The meeting was called to order at 5:04 PM with the following present: Elaine MacDonald, Kim Nowack, Loni Brown, Martha Sjogren, Mary Maurer, Ruth Lachapelle, Eliska Grogan and Alycia McKowen.

A motion was made by Loni Brown to approve the December 11, 2018 meeting minutes as presented and was seconded by Elaine MacDonald. Motion was carried.

### **Old Business**

Phone System: Alycia McKowen gave an update regarding the implementation of a new phone system.

### **New Business**

Director's Report: Alycia McKowen presented the December 2018 Director's Report and highlighted some key areas for discussion. Upcoming collaborations and community engagement events were discussed. Alycia McKowen also updated the board on the internal happenings of the library, noting planned upcoming library programs that are in the works.

2018 Annual Report: Alycia McKowen presented the 2018 Annual Report for the library. A new approach was taken towards the annual report- instead of a multi-page document, it is now an infographic highlighting how library services were used by the community.

Health Insurance: Discussion took place regarding the health insurance benefits.

90-Day New Employee Evaluation: Alycia McKowen presented the 90-day evaluation of new staff member, Janet Plumstead. Discussion took place. A motion was made by Martha Sjogren to retain the employment of Janet Plumstead as a Library Assistant/Circulation Clerk with her main job duties falling under circulation services. The motion was seconded by Elaine MacDonald. Motion carried.

Facility Image Audit: Alycia McKowen presented a questionnaire regarding the facility image. It was requested that the board fill out the questionnaire.

Newspaper Ad Space: Discussion took place regarding how to market the library in the local Newspaper. The consensus was to advertise library programs in the local newspaper on a weekly basis and report back after three months.

Approval of Payables: The library board signed off on the payables totaling \$3,969.83

### **Public Comment**

No Public Comment

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

Approved February 19, 2019