

St. Ignace Public Library Board Meeting Minutes– February 19, 2019

The meeting was called to order at 5:04 PM with the following present: Alycia McKowen, Martha Sjogren, Elaine MacDonald, Ruth Lachapelle, and Mary Maurer. Not present was Eliska Grogan, Kim Nowack, and Loni Brown.

A motion was made by Martha Sjogren to approve the January 8, 2019 meeting minutes as presented and was seconded by Mary Maurer. Motion was carried.

Old Business

Phone System: Alycia McKowen gave an update regarding the implementation of a new phone system. The implementation has been halted for a year. A credit of \$1,300 was received by AT&T.

Facility Image Audit: The image audit will be discussed in the March meeting.

New Business

Director's Report: Alycia McKowen presented the January 2019 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.

Building Maintenance: Alycia McKowen informed the board of key areas of the building that is showing wear and tear. Discussion ensued regarding severity and areas of improvement.

Conference Calling Equipment: Discussion took place on recent requests that the Library obtain conference calling equipment.

Employee Wage Increase: Alycia McKowen presented a wage increase of 2%-following the percentage given by the city for 2019- for the employee Jill. Discussion took place. The consensus was that more information needed in regards to city compensation for a 'Clerk' position and what guidelines are used for a 'Clerk' position.

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

Approval of Payables: The library board signed off on the payables totaling \$5,809.12

Public Comment

Alycia McKowen gave an update on the Superiorland Library Cooperative Budget revisions. Alycia McKowen indicated that she will be attending a city wide CIP meeting and will bring back information to the board.

Meeting adjourned at 6:01 PM with a motion to adjourn made by Elaine MacDonald and seconded by Martha Sjogren. Motion carried.

Approved March 12, 2019