

St. Ignace Public Library Board Meeting Minutes– September 10, 2019

The meeting was called to order at 5:05 PM with the following present: Alycia McKowen, Mary Maurer, Martha Sjogren, Kim Nowack, Loni Brown, Ruth Lachapelle, and Eliska Grogan. Not present was Elaine MacDonald.

A motion was made by Loni Brown to approve the August 2019 meeting minutes as presented and was seconded by Martha Sjogren. Motion was carried.

Old Business

None

New Business

Director's Report: Alycia McKowen presented the Director's Report and highlighted some key areas for discussion. Current library usage and trends were presented-the 2019 year is showing a clear upwards trend for increased library usage. Upcoming collaborations and community engagement events were discussed with Alycia highlighting the upcoming Embryology program with the Mackinac County 4H and the Teen Health Fair. Alycia McKowen also updated the board on the internal happenings of the library.

Presentation and Adoption of 2020 Budget: Alycia McKowen presented the 2020 Revenue and Expenditure budget and highlighted increases/decreases to certain line items. Line items for Contracted Services, Marketing, Juvenile Fiction, and Capital Outlay were discussed as having changes from the 2019 year and discussion took place on the reasoning. Alycia indicated that due to a decrease in penal fine revenue for 2019, the 2020 budget reflects that decrease. A motion was by Mary Maurer to accept the proposed 2020 budget as presented and was seconded by Loni Brown. A vote was made to accept the motion with 6 yes and 0 no. Motion was carried.

Discussion on General Fund: A discussion took place on the investment of the general fund towards future library endeavors and maintenance. The board discussed possible ideas with a capital improvement fund being the favored idea. Discussion also took place on the current depreciation fund that the library currently has and the general consensus was to bring the fund up to \$50,000 to ensure that the library could feasibly repair major items such as the boiler system or roof. A brief discussion was had about strategic planning for the library and Alycia McKowen stated that she is starting the process of a community assessment and will use that data to being the process of a strategic plan. A motion was made by Mary Maurer to do a \$40,000 one-time movement of funds from the general fund to the depreciation fund. The motion was seconded by Kim Nowack. Motion was carried.

Public Comment

Alycia McKowen discussed upcoming film festival to be held at the library on October 6, 2019.

Approval of Payables: The library board signed off on the payables totaling \$2,982.81

Meeting adjourned at 5:39 PM with a motion to adjourn made by Loni Brown and seconded by Mary Maurer. Motion carried.

Approved October 8, 2019