

CHEBOYGAN AREA PUBLIC LIBRARY BOARD OF TRUSTEES AGENDA

June 11, 2009 9:15AM

Held in the Cheboygan Area Public Library

Call to order and attendance	Action
Approval of minutes	Action
Financial report, including payment of bills	Action
Director's Report	
Technology update	Report
Penal fines	Report
Millage request	Action
LCCP fee change	Action
Cooperative POS	Action
Committee Reports	
Personnel Committee	
Policy Committee	
Building & Site Committee	
Snow removal bidding	Report
Budget & Finance Committee	
Banking change	Report
Other Business	
Citizen's Comments	
Adjournment	Action

CHEBOYGAN AREA PUBLIC LIBRARY BOARD OF TRUSTEES

100 S. Bailey Street, Cheboygan, MI 49721

231-627-2381

Held in the Cheboygan Area Public Library

Meeting Minutes: Thursday, May 14, 2009

Board President Dawn Barr called the meeting to order at 9:00 a.m. Board members present: Dawn Barr, Dick Wheelock, Phyllis Beyer, Ruth Gainor, Danny Faircloth and Agnes Blaskowski. Also present Library Director Mark Bronson.

Board member Mary Kronberg arrived at 9:04 a.m.

Phyllis Beyer moved to approve the minutes from the Regular Board Meeting. Ruth Gainor supported the motion. The motion passed unanimously.

Financial Report:

Phyllis Beyer read the Treasurer's Report, financial statements, and Prepaid Bills. Agnes Blaskowski moved to accept the Treasurer's Report and approve the Prepaid Bills. Danny Faircloth supported the motion. The motion passed unanimously.

The meeting agenda was changed to begin with the committee reports.

Committee Reports:

Personnel Committee:

The Director's Review was distributed to the Board with comments included in the report.

Assistant Librarian Kim Schulz has completed her requirement to complete her Bachelors Degree within the time frame agreed upon. The Board discussed adjusting her hourly wage in recognition of the more advanced education level. After discussion the changes were approved by consensus.

The Board discussed wage adjustments for the 2009-10 fiscal year. A 2% increase was recommended and approved.

Policy Committee:

Did not meet.

Building & Site Committee:

The Board reviewed and approved the bid specifications for snow removal. An advertisement will be placed in the Cheboygan Daily Tribune asking for proposals.

The committee reported on the data analysis and discussion concerning building upkeep. The committee established a list of core priorities and will re-evaluate these in a future report.

Budget & Finance Committee:

Ruth Gainor made a motion to move the library General Fund from National City to First Community Bank. Dick Wheelock supported the motion. The motion passed unanimously.

Phyllis Beyer made a motion to schedule the proposed 2009-10 Budget Hearing scheduled for June 11th, 2009. Agnes Blaskowski supported the motion. The motion passed unanimously.

Mark proposed a change in the way the annual budget is presented and approved. The proposed change would be from a line item budget to a cost center budget. The change would reduce the time spent balancing individual line items. It was approved by consensus.

The Board discussed changes to the fee schedule for the LCCP.

Phyllis Beyer was excused at 9:50 a.m.

Director's Report

The video conferencing unit has been delivered, there are still some technical issues to be worked out.

The digital sign has been mounted and power has been moved to that location, there are some remaining technical issues.

The Friends of the CAPL has purchased a subscription to a downloadable video service. Hundreds of videos will be available to library patrons to view on a computer.

Mark reported on his attendance at the Rural Library Conference.

Mark reported that newspapers are not delivered directly to the library but will come with the daily mail. Because they are a day late the news is less timely. We will evaluate whether to renew the subscription.

Mark is continuing to work on the Comment Box in both paper and electronic forms.

Mark is continuing to talk with the county and the courts concerning penal fines.

Mark reported on his Outreach efforts with the Senior Center. Because of very limited response the program will stop.

Mark reported on his visit with Superintendent Dan Bauer. They discussed future collaboration efforts and common issues.

Agnes Blaskowski was excused at 10:20 a.m.

Danny Faircloth made a motion that the library be closed on both July 3 and 4. Mary Kronberg supported the motion. The motion passed unanimously.

Mark asked if he could amend the project list for the Northland Grant. He would like to look at computer management software rather than the digital storage system.

Other Business: Dawn Barr asked if we still have a wish list for books. Mark responded that we still have the list but it should be updated to reflect what has been purchased and new titles added.

Citizen's Comments: There were no citizens present.

Adjournment: At 10:40am, Ruth Gainor made a motion to adjourn, Dick Wheelock supported the motion. The motion passed unanimously and the meeting adjourned.

Respectfully submitted,

Mark Bronson