

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, December 14, 2017, 9:00 a.m.

Mary Kronberg called the meeting to order at 9:00 a.m. Board members present: Phyllis Beyer, Kay Forster, Elyn Kallio, Mary Crusoe, Mary Ellen Enos and Dan Welihan.

Also present Library Director Mark Bronson.

**Approval of Minutes:** Mary Crusoe made a motion to accept the November minutes as presented. Dan Welihan supported the motion. The motion passed unanimously.

**Financial Report, Including Payment of Bills:** Mary Ellen Enos reported on the financials. Phyllis Beyer made a motion to accept the December financial report as presented and Elyn Kallio supported the motion. The motion passed unanimously.

Mary Ellen Enos reported on the October financials. Elyn Kallio made a motion to accept the financial report as presented and Kay Forster supported the motion. The motion passed unanimously.

**Director's Report:**

Mark is still working with Spectrum to change the internet and telephone plan.

The library has another clay wheel. The Friends of the Library paid for the purchase of a used wheel.

Staff member Abbi Quinlan will begin cataloging classes in January.

The Job Description Committee has been meeting regularly and should have all the updates completed for review and acceptance at the January 2018 meeting.

The auditors have not completed the annual audit. We are still waiting for a draft of the report.

The last quarterly report for the foundation was distributed.

Undesignated donations have been moved to the Library Foundation.

Revenue from the sales of the used books through Amazon have been transferred to the Library Improvements account.

**New Business:**

Elyn Kallio made a motion to accept the ACH Electronic Funds Resolution, supported by Dan Welihan. The motion passed with 7 Ayes and 0 Nays.

Elyn Kallio made a motion to accept the ACH Electronic Funds Policy, supported by Mary Crusoe. The motion passed unanimously.

Kay Forster made a motion to give library staff a Christmas bonus. Dan Welihan supported the motion. The motion passed unanimously.

Dan Welihan reported on the Social Media Conference he attended with library staff members Kim Schulz and Abbi Quinlan.

The library board asked Executive Director Mark Bronson to send a letter to the Inverness Township DDA that the library would not pursue exiting the tax capture at this time. The library reserves the right to exercise its options in the future.

**Old Business:**

**Citizen's Comments:**

**Adjournment:** Elyn Kallio made a motion to adjourn the meeting at 10:10 a.m. Mary Ellen Enos supported the motion. The motion passed unanimously.

Respectfully submitted,

Mark Bronson

# CHEBOYGAN AREA PUBLIC LIBRARY BOARD OF TRUSTEES AGENDA

Thursday January 11, 2018, 9:00 a.m.

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	
Spectrum	Report
Children's computer	Report
Audit	Report
Foundation update	Report
New Business:	
Job descriptions	Action
Wage adjustments	Action
Millage consideration	Discussion
Old Business:	
Citizen's Comments	
Adjournment	Action