

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

Mary Kronberg called the meeting to order at 9:06 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:** Elyn Kallio made a motion to accept the Sept. minutes as presented. Mary Ellen Enos supported the motion. The motion passed unanimously.

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

**Director's Report:**

Mark reported that we are still trying to settle the Spectrum invoice. The library cancelled 2 phone lines and internet service in Sept. Spectrum did not record the change until Dec. and must recalculate the charges for that time period.

The library installed an AWE computer in the Children's room. It is a standalone system of games and educational software. The library received grant funding to purchase the equipment.

Mark reported that the library has not received a copy of the annual audit yet. The auditor contacted Mark on Dec. 28 that the report was ready and sent a Draft copy. After a quick review Mark noticed things that needed correction and relayed that information to the auditor. Changes were made by he still had questions. However, by state law the audit must be submitted to the state by the end of the year. The audit has been submitted but Mark is not happy about how it was handled and still believes there are inaccuracies in the document. The board asked Mark to contact the auditor to come and make a presentation at the next board meeting.

The State of MI notified the library that they will be sending a check to reimburse MPERS employees for the healthcare deductions that were deducted from their checks. The state lost a case about the deduction and have been ordered to reimburse all the money deducted.

**New Business:**

A packet of all the revised and new job descriptions was distributed. They reflect several months of work by a board committee and the director. The board asked to table a motion on accepting the descriptions to next month. The board would like to have time to review before voting on them.

Elyn Kallio made a motion to accept the recommended wage adjustments for 2018. Dan Welihan supported the motion. The minimum wage increased on Jan. 1, 2018.

The board began discussion to consider presenting a millage request to the voters. A board committee (Dan Welihan, Mary Kronberg) was formed to start the process.

**Old Business:**

**Citizen's Comments:**

**Adjournment:** Mary Ellen Enos made a motion to adjourn the meeting at 10:28 a.m. Phyllis Beyer supported the motion. The motion passed unanimously.

Respectfully submitted,

Mark Bronson

# CHEBOYGAN AREA PUBLIC LIBRARY BOARD OF TRUSTEES AGENDA

Thursday February 8, 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	
Job Ad	Report
Millage Workshop	Report
Foundation update	Report
Elevator repair	Report
Wonder of Woods	Report
Public Catalog & System Upgrade	Report
New Business:	
Job descriptions	Action
Audit presentation	Action
Director Review	Discussion
Old Business:	
Millage consideration	Discussion
Lower Level Room Use	Discussion
Citizen's Comments	
Adjournment	Action