

# CHEBOYGAN AREA PUBLIC LIBRARY BOARD OF TRUSTEES AGENDA

Thursday February 14, 2019, 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	
Staff updates	Report
New media shelving	Report
Painting	Report
Room B bid	Report
Changes in FOIA Act	Report
Legal opinion on tax exempt donations	Report
E-magazines	Report
Outreach program	Report
Tech. help program	Report
Comic Expo	Report
New Business:	
Audit	Action
Library Foundation	Report
Old 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, January 10, 2019 9:00 a.m.

Mary Kronberg called the meeting to order at 9:02 a.m. Board members present: Phyllis Beyer, Elyn Kallio, Mary Ellen Enos, Kay Forster, Mary Crusoe, and Dan Welihan.

Also present Library Director Mark Bronson.

**Approval of Minutes:** Elyn Kallio made a motion to accept the December minutes as presented. Phyllis Beyer 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 on changes to the minimum wage that were made by the Michigan Legislature. There is no need to adjust base wages at this time.

Staff updates were reported and the regular staffing schedule is now set.

New shelving has been ordered for the DVDs and audio books.

Painting of the Gallery has started and will continue with some repairs and touch up throughout the lower level. He is also installing corner guards.

Working on bids for the Room B renovation.

Several elevator repairs have been concluded and so far the elevator has been working reliably.

New microfilm machine is in place and staff has been trained on use of the new machine.

Furniture changes in the YA room is in progress.

Mark is working with vendors of electronic magazines for cost estimates.

A staff member is requesting time to start offering individualized technology help one afternoon per week. They are also interested in starting an outreach program that would visit local senior or assisted living sites in the library district.

The Board discussed proposed furniture additions to the Lower Level lobby.

**New Business:**

A new Life Insurance plan for full-time staff was discussed and Phyllis Beyer made a motion supported by Dan Welihan to end the current plan and start the new plan. The motion passed unanimously.

The annual Audit has been distributed to the Board and submitted to the State. Any action is tabled to the February meeting so that the Board has time to review the document.

The Health Benefit plan was discussed and no action was taken at this time.

**Old Business:**

**Citizen's Comments:**

**Adjournment:** Kay Forster 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