

# CHEBOYGAN AREA PUBLIC LIBRARY BOARD OF TRUSTEES AGENDA

Thursday April 11, 2013 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	
MLA	Report
Healthcare Act	Report
Committee Reports	
Personnel Committee	
Director Review	Action
Policy Committee	
Building & Site Committee	
Shelving	Action
Budget & Finance Committee	
Debt re-financing	Action
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 Feb. 14, 2013 9:00 a.m.  
(corrected)

Dick Wheelock called the meeting to order at 9:02 a.m. Board members present: Dick Wheelock, Ruth Gainor, Danny Faircloth, Mary Kronberg, Phyllis Beyer and Agnes Blaskowski. Dawn Barr was absent.

Also present Library Director Mark Bronson.

**Approval of Minutes:** Ruth Gainor made a motion to approve the Jan. 2013 minutes. Phyllis Beyer supported the motion. The motion passed unanimously.

**Financial Report, Including Payment of Bills:** Phyllis Beyer presented the Financial Report and the Payment of Bills. Agnes Blaskowski made a motion to approve. Ruth Gainor supported the motion. The motion passed unanimously.

**Director's Report:**

Mark reported that he attended the Michigan Library Association board meeting held on Feb. 8 at the Lansing office. It was the first board meeting for the new Executive Director Gail Madzair.

Mark has been asked to serve on the state committee for the Library Services and Technology Act. LSTA is a federally funded state based program administered by the Library of Michigan. The appointment is for a two year term beginning in April. Meetings are held at Library of Michigan offices in Lansing.

The project funded by the Reinhardt Grant has been delivered and installed. The RFID stations are all operating and Kim is fine tuning the computer settings to enable smoother operation.

BK&C Insurance sponsored an informational meeting for small employers about the impending Healthcare Act. The library falls within the guidelines and rules for employers with less than 50 employees.

The Friends of CAPL will make a donation of \$3,000.00 to support the Overdrive ebook service.

Judge Barton provided a report on the case load that affects penal fine money that is directed to public libraries.

**Personnel Committee:**

Did not meet.

**Policy Committee:**

Did not meet.

**Building & Site Committee:**

The library needs additional shelving in the Children's Room and the Young Adult Room. The board directed Mark to get estimates to present at the next meeting.

**Budget & Finance Committee:**

The financial advisors who assisted the library with the building bond are recommending that the library refinance the remaining portion of the bonds. They believe that the refinancing could save about \$10,000.00 per year over the next 10 years. Phyllis Beyer made a motion that the library pursue refinancing the debt. Mary Kronberg supported the motion. The motion passed unanimously.

The quarterly report for the library foundation was distributed. The report showed continued growth in the foundation funds.

The library has received a draft report from Fitch ratings assessing the library bonds. The bond rating will remain the same (AA-) for the next cycle.

**Other Business:**

**Citizen's Comments:**

**Adjournment:** At 10:15 a.m. Ruth Gainor made a motion to adjourn the meeting. Agnes Blaskowski supported the motion. The motion passed unanimously.

Respectfully submitted,

Mark Bronson

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: March 14, 2013 9:00 a.m.

Dawn Barr called the meeting to order at 9:03 a.m. Board members present: Dawn Barr, Dick Wheelock, Ruth Gainor, Mary Kronberg, Phyllis Beyer and Agnes Blaskowski. Danny Faircloth was absent.

Also present Library Director Mark Bronson.

**Approval of Minutes:** Phyllis Beyer made a motion to the Feb. 2013 minutes as amended. Dick Wheelock supported the motion. The motion passed unanimously.

**Financial Report, Including Payment of Bills:** Phyllis Beyer presented the Financial Report and the Payment of Bills. Ruth Gainor made a motion to approve. Agnes Blaskowski supported the motion. The motion passed unanimously.

**Director's Report:**

The Alanson library is on schedule to have their records removed from the PAC2 database and move to membership in the Superiorland Cooperative.

Mark distributed a statistical report based on the State Aid report sent to the Library of Michigan.

The Cheboygan library has completed our part of the Prolific Authors project. We will follow the progress of the other participating libraries and plan to begin collection weeding in May.

**Personnel Committee:**

The committee presented an update on the annual Director Performance Review.

**Policy Committee:**

**Building & Site Committee:**

**Budget & Finance Committee:**

Discussion was held concerning future operating funds and fund balance. The board decided to allocate time during the May meeting to conduct an in-depth discussion of future planning.

Mark reported some issues with changes made in the MPSERS retirement system. New reporting guidelines have been instituted and staff is working to adjust to the mandated changes.

**Other Business:**

**Citizen's Comments:**

**Adjournment:** Ruth Gainor made a motion to adjourn the meeting at 10:00 a.m. Agnes Blaskowski supported the motion. The motion passed unanimously.

Respectfully submitted,

Mark Bronson