

# CHEBOYGAN AREA PUBLIC LIBRARY BOARD OF TRUSTEES AGENDA

August 14, 2008 8:00AM

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

PAC2 Report

Evergreen Demo Report

Strategic Planning Report

Penal fines Report

Board meeting time Action

## Committee Reports

### Personnel Committee

Did not meet

### Policy Committee

Investment Policy Action

Gifts, Cards and Flowers Policy Action

### Building & Site Committee

Staff parking lot Report

### Budget & Finance Committee

David Shotwell Infinex Presentation

Spies Estate 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, July 10, 2008

Board President Dawn Barr called the meeting to order at 8:07 a.m. Board members present: Dick Wheelock, Ruth Gainor, Dawn Barr, Mary Kronberg. Absent : Phyllis Beyer, Agnes Blaskowski, Danny Faircloth. Also present Library Director Mark Bronson.

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

**Financial Report:**

Mary Kronberg read the Treasurer's Report, financial statements, and Prepaid Bills. Ruth Gainor moved to accept the Treasurer's Report and approve the Prepaid Bills. Mary Kronberg supported the motion. The motion passed unanimously.

**Director's Report**

Mark presented his recommendation for the use of the Northland Library Cooperative Grant of \$19,500.00. It consists of three projects; a digitization project to convert microfilmed newspaper to a digital format and the acquisition of a scanner to digitize important and historical documents, a project to implement a videoconferencing component in Meeting Room A, and finally a pilot program to explore the benefits of an outreach program to bring library materials to patrons in settings outside the library. The board supported the presented plan.

The Friends of the CAPL will be looking at their bylaws and making some revisions. Their bylaws must be approved by the library board. Mark will keep the board updated as the Friends work on this.

Mark has been talking with a meeting facilitator for the library strategic planning.

The annual library board elections were held. Ruth Gainor made a motion to elect the slate of officers: Dawn Barr, President; Dick Wheelock, Vice President; Agnes Blaskowski, Secretary; Phyllis Beyer, Treasurer. Mary Kronberg supported the motion. The motion passed unanimously.

The Annual Resolutions were presented:

Board meeting schedule, motion made by Ruth Gainor and supported by Mary Kronberg. By roll call vote: Dawn Barr, yes; Ruth Gainor, yes; Mary Kronberg, yes; Dick Wheelock, yes. Board members Agnes Blaskowski, Phyllis Beyer, and Danny Faircloth were absent.

Designating the Cheboygan Daily Tribune as the official newspaper, Dick Wheelock made the motion and Ruth Gainor supported. By roll call vote: Dawn Barr, yes; Ruth Gainor, yes; Mary Kronberg, yes; Dick Wheelock, yes. Board members Agnes Blaskowski, Phyllis Beyer, and Danny Faircloth were absent.

Designating National City Bank as the Official Depository of the library general fund. Ruth Gainor made the motion and Dick Wheelock supported. By roll call vote: Dawn Barr, yes; Ruth Gainor, yes; Mary Kronberg, yes; Dick Wheelock, yes. Board members Agnes Blaskowski, Phyllis Beyer, and Danny Faircloth were absent.

Designating Citizens National Bank as the Official Depository for the library debt reduction fund. Dick Wheelock made the motion and Mary Kronberg supported. By roll call vote: Dawn Barr, yes; Ruth Gainor, yes; Mary Kronberg, yes; Dick Wheelock, yes. Board members Agnes Blaskowski, Phyllis Beyer, and Danny Faircloth were absent.

Mark presented a letter that he is sending to DeVere Construction, the building construction management firm, concerning some upkeep issues with the building. The board approved sending the letter.

#### Committee Reports:

##### Personnel Committee:

Did not meet.

##### *Policy Committee:*

Mary Kronberg made a motion to approve the revised Bid Policy and Ruth Gainor supported. The motion passed unanimously.

##### *Building & Site Committee:*

Mary Kronberg made a motion to accept the bid for security camera installation from Telephone Support Systems. Dick Wheelock supported the motion. The motion passed unanimously.

The Hospice House had asked to place one of the butterflies they are using for their fund raiser on the library grounds. Ruth Gainor made a motion that the library authorize up to \$1,000.00 to bid for the piece at the auction and place the piece on the library grounds. Mary Kronberg supported the motion. The motion passed unanimously.

##### *Budget & Finance Committee:*

Mary Kronberg made a motion for the end of the fiscal year budget adjustments.

Ruth Gainor supported the motion. The motion passed unanimously.

Mark reported on the recommendations from National City about possible changes to maximize the return on library funds at the bank. Mark will also investigate options to improve the return on library funds.

**Other Business:**

Mark asked for approval to purchase additional shelving to place in the adult books. The board approved the purchase.

The Friends of CAPL will pay for the performers for the Summer Reading Program. They authorized reimbursing the library \$2,220.00.

**Citizen's Comments:** There were no citizens present.

**Adjournment:** At 9:55 am, Dick Wheelock made a motion to adjourn. Ruth Gainor supported the motion. The motion passed unanimously and the meeting adjourned.

Respectfully submitted,

Mark Bronson