

# CHEBOYGAN AREA PUBLIC LIBRARY BOARD OF TRUSTEES AGENDA

Thursday September 8, 2011, 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 In-Service	Report
Advanced Director's meeting	Report
Personal Property Tax	Report
Report from 89 <sup>th</sup> District Court	Report
Committee Reports	
Personnel Committee	
Policy Committee	
Building & Site Committee	
Snow removal contract	Action
Budget & Finance Committee	
FDIC insurance	Report
Donations to the Foundation	Report
Other Business	
Citizen's Comments	
Adjournment	Action

CHEBOYGAN AREA PUBLIC LIBRARY BOARD OF TRUSTEES  
100 S. Bailey Steet, Cheboygan, MI 49721  
231-627-2381

Held in the Cheboygan Area Public Library  
Meeting Minutes: Thursday August 11, 2011, 9:00 a.m.

Board Vice President Dick Wheelock called the meeting to order at 9:00 a.m. Board members present: Dick Wheelock, Ruth Gainor, Danny Faircloth, Phyllis Beyer and Agnes Blaskowski. Also present Library Director Mark Bronson.

Ruth Gainor moved to approve the minutes from the Regular Board Meeting of July 14, 2011. Phyllis Beyer supported the motion. The motion passed unanimously.

**Financial Report:**

Phyllis Beyer read the Treasurer's Report, financial statements, and Prepaid Bills. Agnes Blaskowski moved to accept the Treasurer's Report and approve the Prepaid Bills. Danny Faircloth supported the motion. The motion passed unanimously.

**Director's Report**

Mark reported that there will be state legislative effort to repeal the Michigan Personal Property Tax. The estimate for lost revenue for CAPL is over \$16,000, about 3% of the library operating budget. MLA is working towards finding a replacement for the revenue.

Mark reported on the Library Foundation, this will be the last year that donations will receive the state Income Tax credit for Community Foundations. The Foundation balance is holding steady but is expected to be volatile while the stock market is in flux.

The vendor for microfilm machines brought a new model for demonstration. The new models are digital which allows the machine to be much smaller and allows the user much more control when manipulating the image. This machine also has USB ports for direct download. The current machine is outdated and parts replacement for it and the integrated printer is problematic. With the trade in of our current machine the new machine would cost about \$8,600. Mark is not recommending purchase at this time but we need to move towards replacing the current machine soon. Mark will work on finding funding help from donations and grants.

**Personnel Committee:**

**Policy Committee:**

The revised Personnel Policy Manual was reviewed and Agnes Blaskowski made a motion to accept the policy with the revisions. Ruth Gainor supported the motion. The motion passed unanimously.

**Building & Site Committee:**

Dick and Mark met with representatives from NCMC about room use at the library for local

college classes. During the discussion parties agreed that the library would probably not be the right fit for NCMC or the library. NCMC will pursue a more permanent location for the local campus.

**Budget & Finance Committee:**

The auditors spent August 3<sup>rd</sup> on site and have completed this portion of the audit.

Mark relayed Property Tax projections for the 2011 tax cycle. Estimates still project more decline, 2-4% mostly in Commercial property. The 2011-12 library budget passed in June takes these projections into account.

Penal fines from the court system came in a little over the budget estimate.

**Citizen's Comments:**

**Adjournment:**

At 9:50 a.m., Danny Faircloth made a motion to adjourn, Ruth Gainor supported the motion. The motion passed unanimously and the meeting adjourned.

Respectfully submitted,

Mark Bronson