

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, September 20, 2018 9:00 a.m.

Mary Kronberg called the meeting to order at 9:08 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 August minutes as presented. Mary Crusoe supported the motion. The motion passed unanimously.

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

**Director's Report:**

Mark reported that the Square Register was installed and is working well.

Staff retreat was held Sept. 7 from 9:00 to noon.

Mark reported that the electric company removed the lights serving the staff parking lot. Since the library does not have power to the lot we have ordered a solar LED parking lot light. Stans Electric will install it when it arrives.

The first capital improvement project that we want to address is the computer lab. The floor needs to be replaced and new seating installed. We are also interested in privacy screening for the computer stations.

The Audit company asked if the library would like to participate in a remote audit. We would send our financials electronically and they would request their cross checks electronically. We have agreed to try this method and there will be no site visit.

Emily Clare has started working as the Program Director. She has been able to shadow Mel Eno for a couple of weeks.

The library board supported the recommendation to make the 3/4 time custodian position a full-time position. There was discussion about the Inter-Library Loan position also moving to a full-time position. The board tabled this decision to the October meeting.

**New Business:**

Elyn Kallio made a motion to approve the recommended budget adjustments. Dan Welihan supported the motion. The motion passed unanimously.

Dan Welihan made a motion to approve the recommended salary adjustments for the hourly staff. Kay Forster supported the motion. The motion passed unanimously.

**Old Business:**

**Citizen's Comments:**

**Adjournment:** Elyn Kallio made a motion to adjourn the meeting at 10:16 a.m. Mary Crusoe supported the motion. The motion passed unanimously.

Respectfully submitted,

Mark Bronson

# CHEBOYGAN AREA PUBLIC LIBRARY BOARD OF TRUSTEES AGENDA

Thursday October 11, 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	
Sunday hours	Report
Expanded hours	Report
Staff meeting	Report
Parking lot light	Report
MLA Fall confernce	Report
PAC2 & Northland meetings	Report
Library staffing (tabled from last month)	Report
New Business:	
Old Business:	
Citizen's Comments	
Adjournment	Action