

CHEBOYGAN AREA PUBLIC LIBRARY BOARD OF TRUSTEES AGENDA

Thursday March 9, 2017, 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	
Book drops	Report
Sump Pump	Report
PPT payment	Report
New Business:	
April Board Training	Action
Credit Card Policy	Action
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, February 9, 2017, 9:00 a.m.

Mary Kronberg called the meeting to order at 9:08 a.m. Board members present: Mary Crusoe, Dick Wheelock, Elyn Kallio, Kay Forster, Phyllis Beyer and Mary Ellen Enos.

Also present Library Director Mark Bronson.

Approval of Minutes: Elyn Kallio made a motion to accept the January minutes. Mary Crusoe supported the motion. The motion passed unanimously.

Financial Report, Including Payment of Bills: Mary Ellen Enos reported on the December 2016 financials. Kay Foster made a motion to accept the December Financial Report as presented and Dick Wheelock supported the motion. The motion passed unanimously. Mary Crusoe made a motion to accept the January Financial Report as presented and Dick Wheelock supported. The motion passed unanimously.

Director's Report:

The State Aid Report has been submitted to the Library of Michigan. Mark gave a summary of the report to the board.

The Library Foundation report was presented. The library receives quarterly reports from the foundation which Mark puts in a spreadsheet for presentation to the board. The balance has improved since the last report.

Mark reported on tax capture amounts and the DDA and TIFA plans. The City DDA expires in 2022 and the M-27 DDA expires 2019. A little over \$16,000 in library funds are captured annually.

Mark reported that the money generated by the sales of used books has been directed to the donations line item. The library has a Library Improvements account that has been used for capital improvements. This fund is nearly exhausted and no revenue is directed to replenish the fund. Mark recommended that we start depositing the revenue from the book sales to the Library Improvements account as a way to fund the account. Phyllis Beyer made the motion to direct the book sale funds to the Library Improvements account and Dick Wheelock supported. The motion passed unanimously.

The library received a news release from our attorneys concerning recent court decisions about "Dark Stores". The Court of Appeals upheld a lower court ruling which ruled for the city of Escanaba against Menards. The case will now go to the Michigan Supreme Court.

New Business:

Old Business:

Copies of the Audit were provided to the board. Elyn Kallio made a motion to accept the 2015-16 audit as presented. Dick Wheelock supported the motion. The motion passed unanimously.

Mark submitted an action plan to the State Department of Treasury to address noted issues with the draft audit.

Mark asked that the board review the credit card policy. The library is using the credit card more often to purchase items and supplies for the library. Our current policy will need to be amended to address the restricted amount that is allowed by policy. Mark will present an updated policy.

Citizen's Comments:

Adjournment: Dick Wheelock made a motion to adjourn the meeting at 10:27 a.m. Elyn Kallio supported the motion. The motion passed unanimously.

Respectfully submitted,

Mark Bronson