

CHEBOYGAN AREA PUBLIC LIBRARY BOARD OF TRUSTEES AGENDA

Thursday Sep. 14, 2017, 9:00 a.m.

Held in the Cheboygan Area Public Library

Swearing in of new Board member

Call to order and Attendance Action

Approval of Minutes Action

Financial report, including payment of bills Action

Director's Report

Township tax capture Report

Internet upgrade Report

WiFi upgrade Action

Job description committee Report

New Business:

Appointment of Northland Board Member 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, August 10, 2017, 9:00 a.m.

Mary Kronberg called the meeting to order at 9:05 a.m. Board members present: Phyllis Beyer, Kay Forster, Elyn Kallio Mary Ellen Enos, Mary Crusoe and Dan Welihan.

Also present Library Director Mark Bronson.

Approval of Minutes: Elyn Kallio made a motion to accept the July minutes as presented. Mary Ellen Enos supported the motion. The motion passed unanimously.

Financial Report, Including Payment of Bills: Mary Ellen Enos reported on the July 2017 financials. Elyn Kallio made a motion to accept the July Financial Reports as presented and Phyllis Beyer supported the motion. The motion passed unanimously.

Director's Report:

Mark reported that library employee Abigayle Quinlan had been hired to become the ILL librarian replacing Joyce Krawczak. Abbi has started training with Joyce.

Mark reported that the library lost phone and internet service for 3 days. After a frustrating sequence of several phone calls service was finally restored.

Merit has been on site to run the fiber cable underground and to the building. A second sub-contractor of Merit has pulled the fiber into the building and it is ready for splicing.

Mark asked if the board members who can sign checks start a schedule to come in to sign. With the retirement of Dick Wheelock we don't have a board member who comes in everyday to check board mail. Mary Crusoe, board secretary, said she would come in on a regular basis to check if signatures were needed.

New Business:

The board conducted a lengthy discussion about staff organization, job descriptions, and pay scales. The board appointed 3 board members to a committee to work with Mark to evaluate and re-write job descriptions as the first step in the process. The board members are: Elyn Kallio, Kay Forster, and Dan Welihan.

Old Business:

Citizen's Comments:

Adjournment: Elyn Kallio made a motion to adjourn the meeting at 10:35 a.m. Mary Ellen Enos supported the motion. The motion passed unanimously.

Respectfully submitted,

Mark Bronson