

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, November 9, 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 Crusoe, Mary Ellen Enos and Dan Welihan.

Also present Library Director Mark Bronson.

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

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

Director's Report:

The library will not pursue the tax capture exemption with Inverness Township at this time. The library is now exempt from the City tax capture and will start collecting the captured funds with the Winter Tax bills.

All the Wi-Fi antennas have been replaced and are working with the new internet service. Jason is continuing to make adjustments to the server.

Mark attended the Michigan Library Association Fall Conference.

The Job Description Committee has been meeting regularly and should have all the updates completed for review and acceptance at the January 2018 meeting.

The audit team has made their site visit and spent a day here.

The last quarterly report for the foundation was distributed.

Mark reported that several new directional and location signs have been added in the building.

There has been a 16% increase in patron traffic since July 2017. The first four months of the fiscal year have each showed an increase in foot traffic. The library has also experienced a significant increase in new user cards.

The elevator was down for part of a day. The software that manages the elevator had to be re-booted.

New Business:

ACH Electronic Funds Resolution and Policy was tabled to the Dec. meeting.

Mark shared some observations about future staff structure as the library works through

retirements and future retirements. Discussion was held and will continue along with the work of the Job Description Committee.

Old Business:

Citizen's Comments:

Adjournment: Elyn Kallio made a motion to adjourn the meeting at 9:53 a.m. Mary Ellen Enos supported the motion. The motion passed unanimously.

Respectfully submitted,

Mark Bronson

CHEBOYGAN AREA PUBLIC LIBRARY BOARD OF TRUSTEES AGENDA

Thursday December 14, 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 September & November	Action
Director's Report	
Spectrum internet service	Report
Clay wheel donation	Report
Abbi cataloging classes	Report
Job description committee	Report
Audit	Report
Foundation update	Report
New Business:	
ACH Electronic Funds Resolution	Action
ACH Electronic Funds Policy	Action
Christmas	Report
Social media conference (Dan)	Report
Old Business:	
Citizen's Comments	
Adjournment	Action