

# CHEBOYGAN AREA PUBLIC LIBRARY BOARD OF TRUSTEES AGENDA

Oct. 9, 2008 9:00AM

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	
Joint meeting of the Northland Advisory Council and Board	Report
Strategic Planning	Report
Penal fines	Report
Christmas activities	Report
Programming statistics	Report
Committee Reports	
Personnel Committee	
Did not meet	
Policy Committee	
Did not meet	
Building & Site Committee	
DeVere building repairs	Report
Gutters	Report
Budget & Finance Committee	
Library Foundation funds	Action
Other 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, Sept. 11, 2008

Board President Dawn Barr called the meeting to order at 9:08 a.m. Board members present: Phyllis Beyer, Dick Wheelock, Agnes Blaskowski, Ruth Gainor, Dawn Barr, Mary Kronberg, Danny Faircloth. Also present Library Director Mark Bronson.

Ruth Gainor moved to approve the minutes from the Regular Board Meeting. 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. Mary Kronberg supported the motion. The motion passed unanimously.

**Director's Report**

Mark reported on the Northland which met in Gaylord in August. The Northland Board has approved the Library Enhancement Grants we applied for. They also approved funding the technology improvement payments that they started last year. Also approved was continued funding to support the Summer Reading Program and MEL Delivery.

Mark reported that he had nominated board member Dick Wheelock for the Jane Duvall award. This award is presented each year by the Northland Board to recognize outstanding work and support of libraries.

Notes and an outline of the Strategic Planning session held on Sept. 10, 2008 was distributed. Dawn Barr and Mark will meet again with the facilitator to continue with the more detailed aspects of the plan. The board continued discussion of the session and fine tuning of the document generated from the work. Danny Faircloth made a motion to accept the Mission Statement as presented. The motion was supported by Phyllis Beyer. The motion passed unanimously.

Mark shared correspondence that he sent to the County Administrator and the Chair of the County Commission concerning the dramatic decline in Penal Fine revenue and the lack of documentation.

Dick Wheelock made a motion to increase the staff liability insurance. Ruth Gainor supported the motion.

Committee Reports:

Personnel Committee:

Did not meet.

*Policy Committee:*

Did not meet.

*Building & Site Committee:*

DeVere Construction sent a 2 man crew to work on the list of building repairs and adjustments.

Mark reported that solicitation of bids for placing gutters on the west side of the library building had been sent to 6 contractors with a response date of Sept. 19<sup>th</sup>. Agnes Blaskowski made a motion to approve the installation of gutters on the west side of the building at a cost not to exceed \$5,000.00. Ruth Gainor supported the motion. The motion passed unanimously.

*Budget & Finance Committee:*

Mark reported on information he had gathered concerning investment of some of the library fund balance to receive a better return than the library is currently receiving. Danny Faircloth made a motion to purchase Certificates of Deposit in the amount of \$250,000.00 from the library fund balance. The CD's will be purchased at 3 local financial institutions. The motion was supported by Dick Wheelock. The motion passed unanimously.

Other Business:

**Citizen's Comments:** There were no citizens present.

**Adjournment:** At 10:55 am, Agnes Blaskowski made a motion to adjourn. Mary Kronberg supported the motion. The motion passed unanimously and the meeting adjourned.

Respectfully submitted,

Mark Bronson