

CHEBOYGAN AREA PUBLIC LIBRARY BOARD OF TRUSTEES AGENDA

July 10, 2008 8:00AM

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	
Northland Cooperative Grant	Action
Friends Bylaws	Action
Board Elections	Action
Committee Reports	
Personnel Committee	Report
Policy Committee	Report
Bid Policy	Action
Building & Site Committee	Report
Security Cameras	Action
Budget & Finance Committee	Report
Budget Adjustments FY 2007/08	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, June 12, 2008

Board President Dawn Barr called the meeting to order at 8:02 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.

Agnes Blaskowski 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. Ruth Gainor moved to accept the Treasurer's Report and approve the Prepaid Bills. Agnes Blaskowski supported the motion. The motion passed unanimously.

Director's Report

Northland Advisory Council at the last meeting the Cooperative Director reported that the State Librarian has approved our request to continue operating with a part-time director for one more year. Mark distributed a report from the cooperative with a plan to redistribute their fund surplus. CAPLs share is \$19,450.00. We must submit a request with our plans for expenditure of the money. Mark, Sam and Kim met to discuss plans on how to use the money. Some possible plans might be; video conferencing, digitizing the Cheboygan Tribune, out-reach services. Applications are due to the Cooperative by Aug. 1, 2008 and Mark will place this on the July agenda for further discussion.

PAC2 has been working on standardizing policies among the member libraries. Members have been making progress towards this goal. The System Administrator has standardized many of the reports. The Cooperative discussed looking at a replacement automated system, we have been using the current system since 2001.

Mark has talked with a facilitator about helping with our Long Range Planning. Mark will meet with him in July to make arrangements.

The Friends of the Library have asked the Board to review their bylaws and give an interpretation if a proposed project falls within their parameters. The Library Board felt their proposed project supported the mission of the library. Another question they would like us to look at is amending the section on Friends officers. The group has been having difficulty finding members who can and are willing to serve. Mark will talk to the Friends group and make arrangements to look at the bylaws.

The library has received correspondence concerning the final disbursement of the Spies Estate. A motion was made by Dick Wheelock to authorize signing the document, Agnes Blaskowski supported. The motion passed unanimously.

A motion to hold the annual budget hearing was made by Mary Kronberg, supported by Agnes Blaskowski. The motion passed unanimously.

Mark presented a report from the Michigan Library Association and the lobbying firm concerning the state budget and legislation they are watching.

Committee Reports:

Personnel Committee:

The committee reviewed the process for the annual Director review and recommended some changes in the time table for the review. The changes will be implemented for the next review cycle.

Policy Committee:

A revised Room Use Policy document was distributed for the review of the board. Ruth Gainor made the motion to approve the revised policy. Phyllis Beyer supported the motion. The motion passed unanimously.

A revised Bidding Policy document was distributed for review. After discussion by the board the board requested additional language be added to clarify the procedure for advertising, opening, and awarding bids. Phyllis Beyer made a motion to table a decision on the policy. Ruth Gainor supported the motion. The motion passed unanimously.

A revised Purchasing Policy document was distributed for review. Phyllis Beyer made the motion to approve the revised policy. Ruth Gainor supported the motion. The motion passed unanimously.

Building & Site Committee:

The damaged fence bordering the staff parking lot was removed and replaced with curb bumpers. Dick Wheelock solicited a quote to seal both library parking lots and refresh the striping. Agnes Blaskowski made a motion to authorize the work and Danny Faircloth supported. The motion passed unanimously.

The library solicited quotes from two companies to install Security Cameras inside and outside the library. The board tabled approving the project and asked to seek additional information. The committee will meet before the next board meeting to discuss options.

Budget & Finance Committee:

Agnes Blaskowski made a motion to approve the 2008/09 Fiscal Year Budget. Mary Kronberg supported the motion. The motion passed unanimously.

Other Business:

Mark reported that Health Insurance rates for the next year will increase by 6%.

Mark and Danny Faircloth met with representatives from National City Bank. We discussed options for increasing revenue from our accounts residing there. Nat. City will return with recommendations for our review.

Citizen's Comments: There were no citizens present.

Adjournment: At 10:30 am, Dick Wheelock made a motion to adjourn. Ruth Gainor supported the motion. The motion passed unanimously and the meeting adjourned.

Respectfully submitted,

Mark Bronson