

Library Board of Trustees
January 22, 2013
Minutes

1. Call to Order

5:12 PM

2. Roll Call

All present: Alicia Kershaw, Deb Gosman, Gloria Lynema, Alice Kelsey, Diane Gilson, Angie Cameruci, and Natalie Van Houten
Brief introductions made.

3. Elect Officers

President: Deb (Motion made by Natalie, seconded by Angie, all agreed)
Vice President: Diane (Motion made by Angie, seconded by Deb, all agreed)
Treasurer: Alice (Motion made by Angie, seconded by Diane, all agreed)
Secretary Angie (Motion made by Diane, seconded by Natalie, all agreed)

4. Approval of Agenda

Motion made by Angie, seconded by Diane, all agreed

5. Public Comment

No public present, no comment made.

6. Approval of minutes

Natalie noted one change to minutes as presented, change made.

7. Review Bills and Budget

General discussion of bills and library budget. All agreed board wants to be more informed about budget and finance issues. Alice agreed to familiarize herself with the bills paid on a regular basis by the township and the process that is followed. Currently, Alicia gets an accounting report occasionally, but no true break down of expenses. The fiscal year runs from July to June. The board will need to hold budget meetings beginning in April. Agreed the whole board should participate in the budget development.

8. Directors Report

Alicia presented her goals for 2013. Staff computer monitor needs to be replaced and Microsoft office added to the Staff computer. Copier will need to be replaced in the near future as the current machine has been "limping along for a few years". Alicia plans to research cost and possibly look for a grant to help pay for new machine. Using the reimbursement through the coop was suggested as a way to replace the copier as well.

Also discussed need to upgrade the cataloging system. Such an upgrade will take 1-2 years to implement as a system needs to be identified, grants need to be found to supplement the expense, and the project needs to be financed. Summer reading program discussed, growth over the previous year noted.

Began discussion of an increase in Staff hours. Need identified both as a safety concern and a work load issue. Brainstormed ways to utilize volunteers and/or paid part time individuals to demonstrate the need for more permanently allocated hours. Diane suggested letting the school know of need in order to solicit volunteers looking to capture community service hours required for graduation. Angie suggested contacting Michigan Works for interested individuals, possibly getting involved in the Workforce Investment Act youth program in the summer.

Completed "Questions All trustees Should be Able to Answer" Quiz.

9. Old Business

- a. General discussion of trustee training, library's participation in coops and the fees associated with some organizations versus others. Agreed to look into the Alliance of Trustees website and consider joining organization.

10. New Business

- a. Calendar for the year
 - i. Reviewed and agreed to make changes as needed to accommodate board members and holiday schedules.
- b. Review By-laws - TABLED
- c. Review Mission Statement - TABLED

11. Updates on Township meetings

Reviewed planned coverage of meetings and what may be expected of board member at the meetings.

12. Public Comment

No public present, no comment made.

13. Board Member Comment

Two main discussions during board comment: recognition of former board members and possibility of offering village post office services.

Alice expressed a desire to do something for the former board members with several years of service as a trustee. Deb agreed she was disappointed more wasn't done at the Christmas party to honor the exiting board members and the work they accomplished. Discussed possible forms of recognition, agreed a press release with a picture would be the best route to take. Angie to try to write a press release. Alice to try to get a current picture of members to be recognized.

Lengthy discussion of current state of the Martin Post office and possibility of library taking on some limited services much like the Leighton Township Library has done. Diane agreed to get more information about the plans for the martin Township Post Office as well as what services are already being provided by local businesses to supplement decreased post office hours. Alicia and Deb to contact and meet with Leighton Township Library director to discuss the process their library went through in taking on Village Post Office (VPO) responsibilities and how they negotiated funding for the services. Estimated that Leighton gets approximately \$3800 per year to provide VPO services.

14. Next meeting

February 26, 2013 5 PM

15. Adjournment (Motion to Adjourn)

6:58 PM