

Minutes for Library Board of  
Trustees  
Regular meeting – February 28, 2017

1. Call to Order  
5:04 PM
2. Roll Call  
Present: Alicia, Alice, Raylene, Dan, Jill, and Julie. Angie absent, Dan to take minutes
3. Approval of Agenda (Motion to Approve)  
Alice added new business of sending notes to past board members. The cards will be ready to sign at the next meeting. Alice added a note to discuss the Orangeville township meeting in the local meetings. Motion of approval of the amended minutes by Julie, Seconded by Jill. All in favor.
4. Public Comment  
No public present.
5. Approval of minutes ( Motion to Approve)  
Motioned by Julie, Seconded by Raylene. All in favor.
6. Review Bills and Budget  
Reviewed, no questions or concerns expressed.
7. Directors Report  
Alicia passed out reports and statistic for the month; Alicia provided the MLA newsletter for February; The second installment off finding FOGO will be in the march newsletter; The teen council made magnets yesterday, the activity was well received; Book club had a great discussion on Jane Austen's Persuasion yesterday and next month they'll be reading The Reluctant Prophet by Nancy Rue; Take your child to the library day was on February 11<sup>th</sup>, Turnout was great because we didn't have any of the regulars, it was all new people; Writers group is planning a self-publishing seminar on April 10<sup>th</sup>. Looking to get more members for the group as well; Celebrate Suess day is March 11<sup>th</sup>, the library will be using some of the NEA's read across America program information to utilize their activity packet; Spring Brake fun day is coming up quickly, the plan is for April first with a summer reading program preview; ideas for the Lions Club donation money includes Legos and a program; Alicia is nearly out of library cards, the budget for supplies does not have room for new cards. There is available funding in the 'dues' section of the budget. Jill motioned to move the \$450.00 from 'Dues' to 'Supplies' to allow Alicia to purchase new cards. Julie Seconded the motion. All were in favor. This is for 500 new cards that will last a few years; Alicia reported the staff are doing at least one webinar or training a month; Alicia passed out a copy of a neighboring towns emergency policy for review, she asked the board to read our policy and recommend and necessary updates; The summer reading program donations are at \$140, last year was over \$900. This program runs on donations and they have to increase in order for the program to be successful.
8. Old Business
  - a. Director Evaluations  
Evaluations were turned into Julie. Alicia to show Julie what Angie has done with them.
9. New Business
  - a. Trustee Training  
Alicia passed out information on the Trustee Training in Benton Harbor on March 25 from 9:30am to 12pm. Alicia also passed out and pointed to key areas of the requirements from the State and how it relates to the library funding. She handed out information regarding the other funding

received from the library.

b. Service Contracts

Alice outlined the forms we exchange with Orangeville and Watson. In the past no one from the board has attended their township meetings on library funding because they have always been fair to the library. They arbitrarily pick a number to donate and do not have requirements from us. Orangeville has been with us for the last 10 years. Alice noted that Orangeville does have a new township supervisor this term.

c. Periodicals

Alicia opened discussion on the amount of space used in the library retaining magazines. Questions were asked about the need to retain. The discussion led to Jill raising a motion to allow the Librarian to recycle any periodicals at her discretion. Julie Seconded the motion. All voted in favor.

d. Township meeting

Alice will be unavailable for the next meeting, and will be returning the date of the next Orangeville township meeting. She asked for volunteers, Raylene volunteered. With Alice absent Jill is planning to run the next meeting.

10. Updates on local meetings

Alice did not attend the last township meeting in Orangeville; There was nothing Library related at the last Martin township meeting; The Finance committee will meet March 8 and prepare a proposal to bring to the May Martin township meeting. The new budget starts June 1; Alice mentioned memorial monies donated do not carry from year to year as a budget line, We will request this at the next budget meeting.

11. Public Comment

No public present.

12. Board Member Comment

Discussion on how to reach additional Orangeville township patrons.

13. Next meeting: March 28, 2017 at 5PM

14. Adjournment

6:05PM

Motioned by Julie, Seconded by Jill. All in Favor.