

Minutes for  
Library Board of Trustees  
Regular meeting – January 23, 2018

1. Call to Order
  - a. 5:11pm
2. Roll Call
  - a. Alice, Alicia, Angie , Julie, Jill, Raylene, and Dan (minutes)
3. Approval of Agenda (Motion to Approve)
  - a. Jill 1<sup>st</sup>, Angie 2<sup>nd</sup>. All in favor
4. Public Comment
  - a. No public present.
5. Approval of minutes ( Motion to Approve)
  - a. Jill 1<sup>st</sup>, Julie 2<sup>nd</sup>. All in favor
6. Review Bills and Budget
  - a. Passed during meeting, no questions/discussions raised.
7. Directors Report
  - a. Reviewed reports and statistics
  - b. MLA updates – included in packet
  - c. Directors goals for 2018. Included in packet.
    - i. Summer reading goals: Increase finisher %'s, Email reminders (if staffing hours permit)
    - ii. Ongoing continuing education: Continue with trustee training, online classes for staff, staff development day and workshops.
    - iii. Review work instructions again
    - iv. Make specific goals for each staff member, plan montly meetings with each to talk about progress on goals and training.
    - v. Have a monthly 'staff meeting' for brainstorming and problem solving.
    - vi. QSAC program. Progress has been made.
    - vii. Re-arrange adult fiction – completed.
    - viii. Evaluate Teen program. Figure out what is working and what's not working. Come up with some solutions to make it better
    - ix. Movie days are not working. Figure out a solution or eliminate. People are not coming.
  - d. Evaluations and training (online and workshops)
    - i. Tammy's evaluation complete, not yet reviewed with her.
  - e. Staffing updates
    - i. Denise is leaving.
  - f. Summer reading program – planning, donations, grants, etc.
  - g. Looking ahead for a couple of grants this year.
  - h. Waiting on Rachele to finish her portion of the state aid report. Due Feb 1<sup>st</sup>. Her computer has been down.
  - i. Toddler time started back up today. With all the sickness going around we're not expecting good numbers for a while. 3 this week
  - j. Teen council met last week and made catapults and had a catapulting tournament. Great fun! 8 teens were present.
  - k. Winter story time was on the 13<sup>th</sup>. Again, the numbers are not where they should be, but not unexpected at this time of year.
  - l. Coffee Houses still have very low attendance. Working on it. Try to get groups/representatives coming in again. Authors? Send ideas in to Alicia!

- m. We are waiting on delivery for the 'Ready to Read Michigan' books (4 books). We plan on doing an outreach at the school during March for reading month. As soon as we receive the books, we will be contacting K-2<sup>nd</sup> grade teachers. These are nice hardcover books.
  - n. We have another Coffee and Canvas planned for February 23. Sign ups are coming soon.
  - o. ACLA meeting update (county wide library meeting). Countywide training will be every other year.
8. Old Business
- a. Dress code policy. Re-written to remove the no-jeans rule. Raylene 1<sup>st</sup>, Jill 2<sup>nd</sup>. All in favor.
9. New Business
- a. Overview of 2017. Included in trustee packet. Great list of accomplishments from the past year.
  - b. Calendar Year. 2018 plan included in the packet. Added 'review policies' to the September timeframe.
  - c. Meeting Dates for 2018. November and December meeting combined into one early Dec meeting again for 2018.
  - d. Leftover Memorial Money. Black chairs purchased with memorial monies 2016
  - e. Staff Evaluations & Update
    - i. Director evaluations are due for February meeting.
    - ii. Denise is leaving. 3 decent resumes. One today (1.23.18), two tomorrow (1.24.18) (one tomorrow is on hold for illness). May need volunteer help if the position is not filled by the time Denise leaves. Feb 14 is the absolute last day. She'd like to be done at the end of January.
10. Updates on local meetings
- a. Martin Twp meeting. Nothing at the township meeting about the Library. The township meeting was talking about the trail.
  - b. Raylene to attend Orangeville Twp meeting. Nothing in there meeting pertained to the Library.
  - c. Julie and Alicia attended Friends of the Library meeting.
    - i. Bag/tote anniversary sale fundraiser to continue. Alicia to provide additional sample.
    - ii. They would like to have cake at the 100 year celebration.
    - iii. 448 with the tree fundraiser. They'd like to do signs with the businesses next year to drum up excitement.
11. Public Comment
- a. No Public present
12. Board Member Comment
- a. No board member comments.
13. Next meeting: February 27, 2018 5PM
14. Adjournment (Motion to Adjourn)
- a. 5:59 pm. Jill 1<sup>st</sup>, Angie 2<sup>nd</sup>. All in favor