

Minutes for
Library Board of Trustees
Regular meeting – July 24, 2018

1. Call to Order
 - a. 5:07 pm
2. Roll Call
 - a. Alice, Alicia, Angie (absent), Julie, Jill, Raylene, and Dan (minutes).
3. Approval of Agenda
 - a. Jill 1st, Julie 2nd. All in favor.
4. Public Comment
 - a. No public present.
5. Approval of minutes
 - a. Jill 1st, Julie 2nd. All in favor.
6. Review Bills and Budget
 - i. Passed during meeting, no questions/discussions raised.
7. Directors Report
 - a. Reviewed budget, reports, and statistics.
 - b. MLA updates reviewed and passed in trustee packet.
 - c. New Trustee manual passed out during meeting. Alicia to recycle old ones when returned.
 - d. Summer reading is going great. Less than 2 weeks left.
 - e. Toddler time is going well.
 - f. Concerts went really well. ~around 40 people with some new users to the library. Movie on Main Street.
 - g. Bandstand? Or Pavilion? Something to think about. Township shouldn't have a problem if we pay for it.
 - h. Teens are doing alright.
 - i. Stats for SRP should be ready for the August meeting. The early look at the numbers appear to be up.
 - j. Book Club read two music related books. Now on to the Amazons! The lost sisterhood.
 - k. We received our first state aid check. We didn't get the required 3/10th's of a mil from Orangeville. Alicia to work with interested parties to identify budgetary layouts and how to identify what the state aid numbers are looking for.
 - l. Libri (now Pilcrow) grant is being worked on. Grant comes up every 3 years. This is for new children's books.
 - m. Pen-pal program has gone well on our end. Not receiving much in return. One library in Kentucky, one in Maine.
 - n. Co-op grant is half done. Ordered \$500 in movies, and \$500 in audio books. Working on the tech half now. Monitor with small hard drive for searching the catalog. Plus new MS Office and if left overs available, restart deep freeze programs.
 - o. Emailed Mel from Orangeville and we have now received the check from them.

- p. In August. Movie August 3 (rain date). SRP to finish. Last day for K-6 is August 4. Teen's is August 6. Toddler's is August 14. Co-op meeting on the 9th, and Vacation (leaving on the 17th and coming back on the 27th)
- 8. Old Business
 - a.
- 9. New Business
 - a. Quality Services Audit Checklist.
 - i. New employee orientation checklist.
 - ii. Continuing education for certified staff. Updated employee handbook to include (we are already doing more than the required hours). Jill 1st, Julie 2nd. To accept the updates, All in favor.
 - iii. Governance/Administration.
 - 1. QSAC Requires a policy on real gifts and donations. Alicia presented our wording of the gift policy. This was compared to a local libraries wording and the wording from ALA document. The board agrees our current policy is acceptable. Jill motioned we keep the policy the same. Julie 2nd. All in favor.
 - 2. The board reviewed the confidentiality of patron records. . Jill motioned we keep the policy the same. Julie 2nd. All in favor.
 - 3. Services need to be audit as to the services provided by the library. Hours, materials, etc. Trustees to bring questions for questionnaires to the next meeting.
- 10. Updates on local meetings
 - a. Martin Twp meeting. Board pleased we sold out on popcorn during Band night. Building renovation approval was scheduled.
 - b. Orangeville Twp meeting. Raylene fielded questions as to how many people from Orangeville are using the library.
 - c. Julie to the Friends Meeting. Popcorn at the band night, raised ~38 dollars. Movie night (help may be needed selling popcorn/water/etc, postponed to August 3). The friends have added a new member. Book sale in October.
- 11. Public Comment
 - a. No Public present.
- 12. Board Member Comment
 - a. No board members comments.
- 13. Next meeting: August 28, 2018 5PM
- 14. Adjournment
 - a. 5:57 pm. Jill 1st, Julie 2nd. All in favor