

BOARD OF TRUSTEES MEETING

Monday, December 4, 2017

6:30 p.m.

Members present: Andrew S., Terry B., Roberta B., Jeff K., Karen M., Sheldon J., Kathy S.

Absent: Sue S., Lesli C-K., Emily B. (on scheduled leave)

Call to order by Roberta at 6:35 p.m. No additions to the agenda

Minutes of last meeting: On file. Correction to minutes noted: Sheldon noted his last initial was J. Error corrected. Motion made by Kathy to accept minutes as read with noted change, Sheldon supported. Motion passed.

Public comment: None

Treasurers Report: Andrew gave overview of budget, nothing is out of line and doing as expected for the first third of the fiscal year. Karen motioned to accept treasurers report, subject to audit, Sheldon supported, all in favor, motion passed.

Librarian's report: Presented by Andrew, review of highlights discussed. He and Emily met with the Optimists group and were very well received. \$ 935.00 was captured from the Silent Auction held recently. Andrew talked about two bills presently being considered in the senate -SB 686 and SB690 regarding the defined benefits that some organizations have. Currently MERS is opposing these and will keep groups informed of votes. The library is working with City Hall and City Council to secure a new board member for next year. The city council will have to appoint the alternate for the municipality. Review of the proposed trustee description was done. There is a strong candidate for this position and she is willing, the City Council meets tonight so we should know soon. The new equalization director will be invited to our next meeting to discuss penal fine revenue and property tax disbursements. This will be helpful when we reach out to the community for our millage renewal.

New Business: Millage timeline was reviewed and discussed. Andrew is working with a local design artist for help with the look. Board discussed the need for a January meeting, in the past it has been skipped due to the holidays. As of now there is no pertinent reason to have one and Andrew will let the board know if issues need to be dealt with. Karen motioned to cancel the January, 2018 meeting unless Andrew deems it necessary, Jeff supported. All in favor, motion passed. Staff recognition was discussed. Karen motioned to continue the program, to be a taxable gift, and to total \$50.00 for full time and \$25.00 for part time employees. Sheldon supported, all in favor and motion passed. The personnel committee report on staff updates discussed in detail. Due to an employee advocating for an increase, the personnel committee recommended an increase for the two part time employees, which is within the budget allowances. With the known increase in minimum wage in January we would have to address this issue and this is a reasonable request for qualified employees. Kathy made the motion to approve the increases for the part

time employees as recommended by the personnel committee, Jeff supported. All in favor, motion passed. Andrew discussed the Merit contract which is up for renewal. Due to increased usage we have consistently broken the contract on numerous occasions, so far with no charge, just warnings. It was felt we needed to increase the contracted amounts to avoid cancellation of contract. Karen motioned we sign for a 3 year contract at 40 megabyte connection at \$416.00 a month, Roberta supported. All in favor, motion passed. Andrew then gave some tech updates. A donor requested that the library have the capability of "out of towners" being able to donate on line. Andrew can set this up, securely and easily. Jeff motioned to allow Andrew to set up donations to be made online- Sheldon supported. All in favor, motion passed. Andrew then shared with the board a beautiful, simple design for a plaque the library would like to purchase for the tree that was planted in memory of former board member Bill Jennings. Karen motioned to buy the plaque for Bill Jennings memorial and Sheldon supported. All in favor. Motion passed

Next meeting February 5, 2018 at 6:30 p.m.

Meeting adjourned 7:40 p.m.

Kathy Shirey, Secretary