Minutes of the Charlevoix Public Board of Trustees Meeting 9/13/18

Trustees present: Conlan, Dixon, Doskoch, Kiteley, Madison, Smolenyak
Trustees absent: Heid
Director present: Adams

Meeting called to order by President Dixon

Jennifer Fruk, the new children's services supervisor, was introduced to the board.

Approval of Agenda:
Smolenyak moved, second by Doskoch, to accept the agenda as presented. Motion carried.

Friends of the Library:
The Friends haven't had a meeting since the last board meeting. Betty Wadland is hosting the all staff in service at her cottage. The board is welcome to attend.

Minutes of July Meeting:
Smolenyak moved, second by Kiteley, to accept the minutes as presented. Motion carried.

Financial Reports:
Conlan moved, second by Madison, to accept the July and August financial statements as presented. Motion carried.

Director's Report:
July-
July is all about people. Staff are constantly helping patrons, especially with the printer. Notary services are in high demand. Audrey was the only one available in July and there were twenty-three requests. Currently, Brian and Sara are waiting on the paperwork to be certified.

Pam Kantola has been hired for circulation. Another twelve-hour position has been posted. There were several very good candidates, and Linda interviewed six. Within those six, two were great possibilities for the assistant administration position when Linda is ready to post.

Mike and Rhea Dow transferred the money for the youth garden from their community foundation fund. Others have donated and it looks as though all the items requested will be covered.

The door counters have been down, but they are working now.

Eighty-five children participated in the Summer Slide program. Each child received three books and enjoyed three programs.

August-
Three month reviews of new staff were completed.

A solar option was explored, best to look at this again when we need a new roof. Smolenyak has access to solar information regarding this project and will share this with Brian. Brian has requested to have a roof evaluation completed to see where we stand with the roof. Cost will be about $1500.00.
Currently looking at the software the library uses for room reservations to see if it can be improved.

Succession plan is currently obsolete with all the new staffing. Linda working updating the plan.

Short term disability- The library self-insures the full time staff. It may be a good idea to set money aside for this. Policy committee should meet to insure we have a policy for this and to shore up the qualifications.

Dragon boat races- we won the "Turtle Award"

Yearly stats- everything is a little bit down, except for room reservations.

New Business:
Window cleaning contract renewal. The price for the coming year would drop $2200 if we do not have the soft washing of the building completed. Smolenyak moved, second by Doskoch, to renew the contract minus the soft washing, with Brian having the option to add that in if he deems it necessary in coming years. Motion carried.

Finance Committee Report:
The biggest takeaway from this meeting, which included Rick Brandi, is that we should determine future needs and designate accounts for those needs, allocating money into those accounts from depreciation of the building. We also need to have those amounts on the balance sheets. We need to wait until the accounting/audit report is complete before moving any funds.

We may need to report the fund balance differently. Reporting more in regard to where the funds are going to be used versus how much we have.

With no further business, meeting was adjourned.

Respectfully submitted,

Carol J Madison