Charlevoix Public Library Board of Trustees Minutes of Meeting January 10th, 2019

Trustees present: Conlan, Dixon, Doskoch, Heid, Kiteley, Madison, Smolenyak

Trustees absent: none

Director present: Adams

Meeting called to order by president John Dixon

Linda requested to add annual report to new business on the agenda. Conlan moved, Smolenyak second, to approve agenda with addition. Motion carried

Friends of the library:
No report. The annual meeting is scheduled for Wednesday, January 16th at 6:30

Minutes:
Heid moved, Doskoch second, to approve the minutes of the December meeting as presented. Motion carried.

Financial reports:
We are starting to receive tax money. Linda will begin adding that to the Vanguard account. Youth garden and landscaping expenditures need to be separated in QuickBooks. This will be adjusted. National Library of Medicine sent the grant money to cover all the iPads and technology assistance. Discussion ensued about the cost of the audit. Linda will call auditors concerning the cost. Smolenyak moved, Madison second, to approve the financial report as presented. Motion carried.

Directors report:
The staff went through the strategic plan and reviewed goals for the next two years. New administrative assistant, Lyn Weick started last week and that is going well. The state aid report has been filed. The audit and qualifying statements have all been filed. The CPL Friends are sponsoring statewide Friends and Trustee Talks in October 2019. The renovation of the mezzanine space is currently on hold as far as remote workers are concerned. NLC and PAC2 meetings for December were hosted here. The Cultural Corridor will be involved in Shadow Fest February 2nd. They are also coming up with a new logo. The Library received the customer service award from the Chamber and will be honored at the February awards breakfast at the Castle. Let Linda know if you’d like to attend.

Old business:
Director evaluation and goals all good. Staff evaluations take place every other year in the fall. Since raises are tied to the budget and are not merit raises, Linda is fine with leaving evaluation times as they stand.

New business:
Finance committee report and resolution:
We wish to create a capital improvement fund, separate from operating funds. The purpose is to set aside monies for long-term maintenance, repair, and acquisition of the library's depreciable capital assets. Conlan moved, Kiteley second, to support the capital improvement fund resolution as presented. Smolenyak moved, Kiteley second, to transfer $500,000 to this capital improvement fund with the interest to be reinvested. Motion carried.

Annual report: Conlan moved, Heid second, to accept the annual report as amended. Motion carried

Policy updates:
Meeting rooms- changes wording concerning definition of a fee based group. Smolenyak moved, Heid second, to approve the changes to the meeting room policy. Motion carried

3D printer- changes concerning items not picked up and defects in printed items. Heid moved, Madison second, to approve the changes to the 3D printer policy. Motion carried

Volunteers- changes state that we will no longer "encourage" fulfilling community service requirements with volunteer hours at the library and that those being paid for working off fines will be paid at current minimum wage. Smolenyak moved, Heid second, to approve changes to the volunteer policy. Motion carried

Capitalization- change depreciation schedule to reflect audit depreciation. Building and building improvements- 50 years, Furniture and fixtures, including shelving, 15-20 years, Land improvements 20 years, change "personal computers" to "equipment" and depreciate at 4-5 years. Smolenyak moved, Doskoch second, to approve changes to the capitalization policy. Motion carried.

Having no further business to conduct, the meeting was adjourned. Next meeting will be March 14, 2019.

Respectfully submitted,

Carol J Madison