Minutes of the Charlevoix Public Library Board of Trustees Meeting 3/14/2019

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

Trustees absent: Dixon

Director present: Adams

Others present: Lyn Weick, Brian Wagner

The meeting was called to order by vice president Conlan.

Smolenyak moved, second by Doskoch, to accept the agenda with the addition of capital fund to old business. Motion carried

Friends of the Library
Friends are taking over the presentation of the Duerr award

Approval of minutes
Smolenyak moved, second by Heid, to accept the minutes of the January meeting as presented. Motion carried

Financial reports
Madison moved, second by Doskoch, to approve the financial reports as presented for January and February. Motion carried

We are on track for the budget. Heat and snowplow bills will be higher than normal for February. Vanguard and capital funds will be separated in the budget.

Auditor, Corey Bascom sent an updated fixed asset list and it's in the February packet.

Director's report
Lyn Weick, as administrative assistant is currently working twenty hours a week for us. She also works part time at the Boyne City library. Her assistance is freeing up time for Linda to focus on other tasks.
Short term disability for full time employees has taken effect.
The staff succession plan is finished. Linda will need to review it once a year. This is a fluid document and changes will be made as needed. Accepted as is.
The active shooter training was completed. Staff felt it was well worth the time.
BC Analytics, the new data mining module of the ILS is being carried out for collection decisions
Technology plan- a list of immediate concerns was created. Our wireless system is pretty antiquated and needs to be replaced/updated. A full technology plan is coming soon.
The Cultural Corridor (CuCo) participated in Charlevoix’s downtown Shadow Fest. Lots of people were in the building participating in multiple youth activities. CuCo is also planning activities for this summer.
August 29th will be the volunteer/donor appreciation event.

Old Business
Kiteley moved, second by Doskoch, to begin activity on the capital fund budget beginning with the 2019/2020 fiscal year. Motion carried.

New Business
Capital maintenance planning: Brian walked the board through items that should come out of the new capital fund. He presented information on the boilers and other major investments. He also showed a video on Energy Star Scores. All of our energy use as well as water usage is improved, much in part to Brian's management.

Wireless access
Our system is thirteen years old. There are dead spots in the building and some devices have difficulty logging in, or cannot connect at all. Bids to replace it from three IT companies were presented.
Smolenyak moved, second by Doskoch, to accept the bid from North Country IT to install the new wireless.
Linda explained that this falls within the parameters of the Coeling fund, so we are able to pay for it with a grant from the Community Foundation.

Linda showed a video from the chamber breakfast where the Customer Service Award was presented to the library staff.

With no further business to conduct, the meeting was adjourned.

Prepared by Carol Madison
Secretary