Charlevoix Public Library

Minutes, Board of Trustees Meeting, April 11, 2019

Trustees Present: Dixon, Conlan, Doskoch, Heid, Kiteley, Smolenyak

Trustees Absent: Madison

Director Present: Linda Adams

Guests Present: None

1. Call to Order. The meeting was called to order by President Dixon. The agenda was accepted.

2. Friends of the Library. No report – No quorum at the monthly Friends meeting.

3. Approval of Minutes. Moved by Doskoch to approved the Minutes of the meeting of March 14, 2019. Motion supported by Smolenyak, and approved by unanimous vote.


5. Director’s Report. Adams updated the Board on several issues. Please see attached written summary. Adams advised that she and Brian Wagner had attended a meeting with City and public representatives regarding implementation of Renewable Energy sources. Staff and the attendees were excited about the possibility of installing solar panels at the Library. More to follow.


   a. Cleaning Contract Renewal. Moved by Heid to approve a one-year contract with Mama T’s Cleaning through June 30, 2020 at the rate of $3232 per month. Motion supported by Kiteley, and carried by a unanimous vote. This is the third extension to this contract. Next year it will need to be re-bid.

   b. Replacement of AWE Stations. Adams recommended approval of the purchase of two replacement AWE children’s workstations in the amount of $5,730. Coeling Funds are available for this purchase. Motion by Smolenyak to approve, supported by Kiteley, and carried by a unanimous vote. The remaining two older workstations are scheduled for replacement in the 2019-20 Budget year.


      1) Closed Session. The Board entered closed session at 4:22 PM for a discussion of Director and staff compensation, and returned to general session at 4:32.

      2) Staff Compensation for 2019-2020. Following the closed session, Conlan moved as follows:
a) **Director** - base salary to be increased by $3000  
b) **FT Staff** - base salaries to be increased by 3%  
c) **PT Staff** – One Dollar per hour raise for all PT Staff. The new entry level rate begins at $13.50 per hour.

Motion supported by Doskoch and carried by unanimous vote.

3) Adams will prepare a refined draft for the May meeting.

8. **Public Comment. None.**

9. **Adjournment.** There being no further business to come before the Board, the meeting was adjourned.

Respectfully submitted, T. F. Conlan for Carol Madison.