Charlevoix Public Library Board of Trustees Meeting July 11, 2019

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

Trustee absent: Doskoch    Director absent: Adams

The meeting was called to order by president Dixon at 2:53. He immediately suggested that the election of officers be moved on the agenda from the first order of new business to directly following approval of the agenda. Smolenyak moved and Madison seconded that the agenda be approved with that correction. Motion passed.

Smolenyak moved and Madison seconded that the slate of officers for 2019-2020 be approved:
President – Tom Conlan
Vice President – Carol Madison
Secretary – Mary Lynn Heid
Treasure – John Doskoch
Motion passed. The new officers took over the duties from their predecessors.

Friends of the Library:   Heid reported that the Friends Book Sale made just over $7,100 at the big sale the end of June. $640 of that came from the auction of a quilt that had been donated to the library.

Minutes from the June meeting: It was moved by Dixon and seconded by Madison to approve the minutes from the last meeting. Motion passed.

Financial reports: It was moved by Smolenyak and seconded by Dixon to accept the financial reports. It was noted by Smolenyak that both books and down-loadable materials are under budget. A discussion followed with the conclusion that the board would like the staff to fully utilize the budgeted funding for books and down-loadable materials. The motion carried.

Questions from the board: Members of the board would like to know how the presentation by Susan Kroll at the national convention was received. Also, the whereabouts of the medical computer from the library was questioned. It was suggested that perhaps the banner/poster that Susan had used at the convention could be used to promote use of the medical computer here at the library.

Talk About Trustees: October 11, 2019 9:30 to 12:30 here at CPL. We all should try to attend. Program for Friends will be held the day before, October 10 from 12:30 to 3:30. It was suggested that the Board meeting on the 10th start at 3:30 instead of 3:00 so members can attend the Talk about Friends meeting.

Bank Accounts Resolution: Smolenyak moved and Kiteley seconded to accept the resolution. Motion passed. The document was signed by Tom Conlan, president and Mary Lynn Heid, secretary.

Committee appointments will be carried forward from 2018-2019 through the 2019-2020 fiscal year.

The meeting schedule: As suggested earlier, the start time of the October 2019 meeting should be 3:30 to accommodate attendance at the Talk About Friends conference which is scheduled to end at 3:30 that day. Kiteley moved and Madison seconded that the meeting schedule for the coming year be accepted with the one change. Motion passed.

General Use Policy: Dixon questioned calling the police. Conlan would like clarification on the fines. Others questioned how much the library makes from collecting fines. With so many questions it was
decided to not vote today but to send the General Use Policy back to the committee. It was suggested that the staff give their input before the committee finalizes the document.

Code of Conduct: Dixon moved and Madison seconded that the board accept the Code of Conduct as presented. Motion passed.

Personnel Policy: Smolenyak explained the changes. Discussion lead to questioning where the funds from the sick pool are reported in the budget and what happened when the hours are eliminated when someone retires. We would like Director Adams to explain this to us at our next meeting. It was moved by Madison and seconded by Dixon to approve the Personnel Policy as presented. Motion carried.

Solicitation and Display Policy: Again, Smolenyak explained the changes. Smolenyak moved and Kiteley seconded to approve the Solicitation and Display Policy as presented. Motion passed.

Kiteley moved and Madison seconded that the library close at 6 PM on September 4 so the staff will be able to attend a thank you event. Motion passed.

The board reviewed the Donor Options Brochure that has been developed by Director Adams. It received many favorable comments. Madison moved and Smolenyak supported the approval of the Donor Options brochure. Motion passed.

Meeting was adjourned by Conlan at 4 PM.

Respectfully Submitted,

Mary Lynn Heid