

**West Branch District Library  
Board of Trustees Meeting  
Monday, February 1, 2016**

**Members present:** Lou, Emily, Andrew, Kathy, Lesli, Karen, Terry, Roberta, Sheldon, Bill

**Absent:** Sue

Lou called meeting to order at 6:30 p.m.

No additions to the agenda

**Minutes of the last meeting:** On file. Terry motioned to accept minutes as read, Kathy seconded. Motion carried.

**Public Comment:** None

**Treasurers Report:** On file. Lesli reviewed, asked about the negative figure under work comp. Emily explained we get the dividend before the bill- basically it shows as a credit. Rest looks in order. Lou motioned to accept the treasurers report, Karen supported. All in favor, motion passed.

**Librarians Report:** On file. Emily touched on a few items: The author visit coming March 31 is Bobbi Jean Adams who will have a presentation at 7 PM. Her books about the Appalachian Trail are available to read. She gives a PowerPoint presentation on the Appalachian Trail and a backpacking demonstration. As presented last month, the bank accounts with Mercantile have been consolidated and the "sweep account" has been closed. The Ogemaw County Voice is having an Open House at the Sand Baggers restaurant on March 17 from 4-7 PM to celebrate their 5th anniversary. Snacks will be served, open bar. All are invited from the board.

**Old Business:** Emily did some further investigation into the deferred compensation that Tom from MERS discussed with the board last month. She cleared up some confusion about the plan. She also presented it to the staff- who had some concerns, most specifically having all their money with one company. Roberta mentioned her money was all in MERS and she never had a problem. After some discussion it was felt the board will support staff decision on this and go from there.

**New Business:** Andrew told the board that Emily's lap top is reaching its limit and needs to be replaced. Andrew and Emily both use this computer. He has found two different replacement computers which are comparable and about \$1000.00. He would recommend the Lenovo, since it comes with two batteries. Karen motioned to go with Andrew's recommendation and purchase a new lap top. Terry supported. All in favor, motion carried. Andrew then told the board that he is still looking into different options for the Voice Over IP and virtual stations. He explained the "virtual stations" to the board. He also said that a majority of the patrons use the computers for videos and gaming and we really are not in a position to spend the kind of money a virtual system would cost. He did go to length to explain what it is and that this is the future of software systems. He is still looking at options for the voice over phone system- he then explained that technology to the board. Technology is shifting from in-house systems to software as a service (SAS) and cloud systems. This means a lot more and different services out there. He will continue to review these. He also mentioned that the "Overdrive" e-book system is also growing. For instance, two local authors have their books available on the Overdrive- Jack Peterson and Dianne White. Also of note is that everything is wrapped up on the roof issue- there was a problem with a cap not being connected which blew off during the storm- that has been fixed.

Human Resources met briefly before the meeting to discuss a few changes Emily brought up. She felt we should discuss and possibly edit a couple of our policies. Every year it has been brought to the board to close on the Saturday before Easter and every year we ok it. If we put it in the manual we would not have to do this each year. Terry made motion to close on the Saturday before Easter (sometimes called Holy Saturday) Bill supported. All in favor, motion passed.

The other issue was to figure out what to do when the holiday (Christmas Eve day, Christmas, New Years eve day and New Years) fall on a week end- like they will this year. After some discussion on the proper wording, and who it will affect, Karen made a motion that if the holiday falls on a Sunday, full time staff will get the following Monday off. Lou supported and all in favor, motion passed. Lesli also

motioned that the library should be closed the Saturday after Thanksgiving. Karen seconded. all agreed, motion passed.

Rural library conference is being held this year, May 4-6<sup>th</sup>. Andrew again is honored to be a presenter-way to go Andrew!! Full-time staff usually attend, and as soon as the sessions are available she will let us know. Registration does include food and if any board member wants to go they need to let Emily know.

The Audit Contract is up and the board needs to decide if we should stay with Jim Anderson or switch. Board had some discussion and all agreed that Jim did a good job with explanation of the audit and were comfortable with continuing services. Lou motioned to continue with Jim Anderson, CPA for audit services, Karen supported, motion carried.

Just a note that the Chamber Ball is coming up, Emily and Andrew and possibly a couple board members will be going. Tickets need to be purchased soon.

Next meeting is Monday March 7, 2016 at 6:30 PM

Lou motioned to adjourn , Karen supported. Meeting adjourned at 7:30 pm