

BOARD OF TRUSTEES MEETING
Monday February 3, 2014

Present: Lou W, Emily B, Karen M, Sue S, Kathy S, Sheldon J, Lesli C.K., Bill J, Andrew S.

Absent: Roberta B, Terry B. Connie K.

Call to order by Lou at 6:30 P.M.

MINUTES OF LAST MEETING: On file. Karen motioned to accept the minutes as read, Lou seconded. All in favor. Motion passed

TREASURERS REPORT: On file. Lesli reviewed and looks all in order. Sue had one question, why was the audit up so much. Emily replied there were some “extras” but they did not elaborate. She also mentioned that this is in the contract and this apparently is the norm for most auditing firms. Sheldon mentioned he felt this was not right and we should get an itemized statement of the “extra” work. Emily will take this up with the accountants.

Emily also reported on the CPR class, which was well attended by employees. All passed and the instructor Nick Sippl gave an additional \$10 off cost for each. They were also instructed in how to use an AED device. The Library is going to have a booth at the Business Expo this year. Emily and Andrew will man the booth and if any trustee would like to join, please feel free to do so.

Re: the facility leak, this was looked at by Mike Schorn who has done work here before and he would like to wait until spring to fix this. Also the Humidistat was replaced on one of the furnaces.

There are some policy updates and Emily will notify those on the Policy committee, maybe meet prior to the next meeting? Sheldon commented on the “Popeye’s 85th birthday” celebration and commented on how much fun for both adults and children.

OLD BUSINESS: With the break from Churchill Township we received a letter from the State regarding both the acknowledgment of the change and the penal fines. They mentioned with no service area at present, the penal fines will be placed in escrow until there is one. After discussion the board felt that it was senseless to have the penal fines just sitting there when Rose City Library could pick up the rest of Churchill as a service area. Emily will notify the director of the library that they may want to look at and redo their contract in order to capture that money.

NEW BUSINESS: Roberta had mentioned to Emily that she felt we should get a quote from other accountant firms to do our audit. Sheldon felt that the same firm should not do our book-keeping and the audit. Others agreed. Lou made a motion to get more quotes from other local firms for aiding purposes, Lesli seconded. All in favor, motion passed.

The next Rural Libraries Conference, being held Mackinac Island April 30 to May 2, has selected Andrews’s presentation that he had submitted. He receives free registration to the conference and one night’s stay at the Grand Hotel. The board congratulates Andrew on this accomplishment! Emily proposed that the full time employees including herself attend this conference. There are lots of good presentations and work shops. The money is budgeted for this- the registration is \$75 and that includes the conference, food and the ferry. The hotel is at a cost of \$129/night. She requested the library close from Wed to Friday in order for them to attend. After discussion Lou motioned to close the library so the selected employees may attend the conference. Karen seconded and all in favor. Motion passed. Additional note: when Emily gets the info she will share it with any interested board members.

Andrew gave a tech report: The server and upgrade is DONE. All seems to be finally working well. He also mentioned he completed the “Edge Survey” which is part of the Bill and Melinda Gates Foundation. Our library scored 800- out of 1000 total points. We fell short on items like, multi lingual courses and other items

not necessarily used in our area. But this is a good learning tool to gauge our capabilities and patterns. A normal average score is anywhere from 250 to 650. Rather good assessment of our services. The computers, including the public ones, have been upgraded to Office 2013. Classes are available to educate those interested.

The security cameras are up and operating. These were obtained through a \$1650.00 grant.

Discussion was held on the Microfilm machine which broke. There is quite a lot more people using this machine than the board knew about. After quite a bit of discussion on its uses, the capability of future use for both library patrons and potentially other businesses, it was decided that we might purchase a newer version that can digitize old newspaper articles, etc. We had already budgeted some of this money for possible digitizing articles some time ago.

Karen made a motion and Lou seconded to purchase a ST Imaging Solution machine for the library. All in favor. Motion passed.

Next meeting March 3, 2014

Karen motioned to adjourn, Lou seconded. Motion passed. Meeting closed at 7:30 p.m.