

ALCONA COUNTY LIBRARY BOARD OF TRUSTEES
REGULAR MEETING, 2.27.2018
Harrisville Meeting Room

Meeting called to order by Chairperson Foster at 2:00 p.m.

Pledge of Allegiance was recited:

Members Present: Foster-yes, Bruske-yes, Gruba-yes, Loyer-yes, Wilson-yes.

Also Present: Alcona County Library Director, Denise Bearre, Commissioner Carolyn Brummund, and Jordan Spence from Alpena News.

Approve Agenda: Motion made by Bruske / Gruba to approve agenda. Motion carried

Approve Minutes: Motion made by Gruba / Wilson to approve minutes of January 2018 .

Motion Carried

Special Order of Business:

- Dan O'Connor, Superintendent of Alcona Community Schools was present to discuss information on possible networking with the Alcona County Library to provide staffing for the school library.

Correspondence:

- Advocacy Boot Camp will be held April 20th in Lansing.
- Rural Library Conference will be held April 30th -May 2nd in Traverse City.

Director:

- Addendum #1 attached.

Financial Chair:

- Approve Cash Distribution Report for: January 2018
Payroll: \$ 29,940.62 Other Expenses: \$ 10,005.59 Total: \$ 39,946.21

Motion made by Loyer / Bruske to approve Cash Distribution Report.

Roll Call: Bruske-yes, Foster-yes, Gruba- yes, Loyer-yes, Wilson-yes.

- Line Item changes to the budget were discussed. (Addendum #2)

Motion made by Gruba/Bruske to approve budget changes.

Roll Call: Bruske-yes, Foster-yes, Gruba- yes, Loyer-yes, Wilson-yes.

Personnel Chair:

- Performance Appraisal forms for the Director were distributed to the Board. They need to be returned by March 7, 2018.

Technology Chair:

- Report from Joseph Thomas on library statistics was reviewed.
- *Hoopla*, a digital media service, is now available through Alcona County Library.

Commissioner Liaison:

- Spring Expo will be held at the ARA site on May 6th from 11:00 AM -3:00 PM.
- Harvest Day is planned for October 14th at the ARA site.

Old Business:

- Motion by Bruske/Loyer to approve the 2nd reading of the Inner Loan Library Policy. Motion carried.
- Motion by Loyer/Bruske to approve ‘Persons Served’ Bylaw. Motion carried.
- Motion by Bruske/Gruba to approve the Credit Card Policy.
Roll Call: Bruske-yes, Foster-yes, Gruba- yes, Loyer-yes, Wilson-yes.

New Business:

- Copies of the Customer Service Survey were distributed to the board for review. Results will be discussed at the next meeting.
- Ballot Proposal for the Library Millage renewal was reviewed.
- Discussed the need for more information on networking with Alcona Community Schools for library services. Director Bearre will continue to explore the concept with Mr. O’Connor.

Public Comment: (Please state your name. Limited to 5 minutes per person) None

Adjourn: 3:10 P.M.

Respectfully Submitted,

Merry Lou Loyer, Secretary

Addendum #1

Alcona County Library DIRECTOR'S REPORT TO LIBRARY BOARD For February 2018

Personnel Trish Miller had her last day on Feb 21; she is taking a full time position in Columbus OH

Computers and Machines: New phone in Mikado
Our Circulation System went through a Server Migration Feb 4-8, for the most part all went smoothly

Programming:

February is Love your Library Month. There are drawings, and voting for your favorite food. We chose a "food lovers" theme.

Get Crafty Feb 5 making Valentines had 12 attendees

Anti Valentine's Party Feb 14 for teens with 4 attendees.

Classic movie night was Feb 16—9 attendees

Brownie and bar cookie cook-off on Feb 21, had 8 entries

Michigan Micro Adventures with local filmmaker Z Irving Feb 23

Plarn project on most Mondays and during knitting going very well

COMING March 6 at noon Dr Jolly of SVSU will speak on Michigan Reads and Coretta Scott King Book Award Winner: "X" by Ilyasah Shabazz

Grants: We received notification that Michigan Notable Author Jack Driscoll of The Goat Fish and Lover's Knot, will be here Saturday June 2, 2018 at 1 pm

Received supplemental \$3500.00 from Water/Ways and Mi Humanities Council
Application in to First Federal Foundation for

Application in to LSTA for music theme summer reading program

Did not receive ALA YALSA grant.

Meetings:

Meet at School Library Feb 8

Dolly Parton Imagination Library Feb 14

Alcona Collaborative Feb 13

Water/Ways Feb 22

Garden Meeting Feb 26

Lynn and I will attend Millage Meeting Feb 28

Projects:

Facilities & Maintenance: 2 lights installed in parking lot

Respectfully submitted,

Denise M Beane

Addendum #2

From: Alcona County Library
Library Director: Denise M Bearre

To County Clerk

Date: 1/31/18

For 2017 Expenses

Please make the following Line Item changes.

1) **Amount** \$5800.00

From:

Expense Line Item 271-790-715.000

Expense Line Item Account Title: FICA E/S

Old Amount \$26000.00 New Amount \$ 20200.00

To:

Expense Line Item 271-790-999.001

Amount \$5800.00

Expense Line Item Account Title: Building fund

Old Amount \$46950.00 New Amount \$52750.00

2) **Amount** \$1100.00

From:

Expense Line Item 271-790-710.004

Expense Line Item Account Title: Sal/Wage Spruce

Old Amount \$9831.50 New Amount \$ 8731.20

To:

Expense Line Item 271-790-999.001

Amount \$1100.00

Expense Line Item Account Title: Building fund

Old Amount \$52750.00 New Amount \$53850.00

3) **Amount** \$655.00

From:

Expense Line Item 271-790-708.000

Expense Line Item Account Title: Sal Wage-Tech support

Old Amount \$42068.00 New Amount \$ 41413.00

To:

Expense Line Item 271-790-710.005

Amount \$655.00

Expense Line Item Account Title: Sal/Wage--Mikado

Old Amount \$13876.22 New Amount \$14531.22

4) **Amount** \$3500.00

From:

Expense Line Item 271-790-716.000

Expense Line Item Account Title: Hospital Insurance E?S

Old Amount \$52000.00 New Amount \$ 48500.00

To:

Expense Line Item 271-790-718.000

Amount \$3500.00

Expense Line Item Account Title: Retirement E/S

Old Amount \$15000.00 New Amount \$18500.00