

**APPROVED 5/25/2016**

**LIBRARY BOARD OF TRUSTEES MEETING  
April 27, 2016**

**MINUTES**

- I. CALL TO ORDER  
Meeting called to order at 7:35 pm by Powers.  
Members present: Earle, Weins, Lisica, Steffey,  
Library staff present: Director: Thomas
- II. APPROVAL OF AGENDA  
Motion made by Lisica to approve agenda as presented, 2<sup>nd</sup> by Earle.  
Motion approved.
- III. APPROVE OF MINUTES  
Motion made by Powers, to approve minutes as presented, 2<sup>nd</sup> Weins.  
Motion approved.
- PUBLIC DISCUSSION  
This is an opportunity to comment on items that are not on the agenda.  
Comments need to be addressed to the Board.  
No public discussion
- IV. FINANCIAL REPORTS  
A. Monthly expenses and revenues – Sandi’s report  
Data as of 04/22/2016. Motion made by Weins, 2<sup>nd</sup> by Lisica to accept as presented. Motion approved.  
B. Monthly Fund Report – City Printout –  
Received for the period ending 04/31/2016  
C. City Treasurer report –  
Provided balances as of March 31, 2016.
- V. BUSINESS  
A. OLD  
1. DTE project – C. Earle  
This is a follow up to an earlier DTE evaluation on saving electric costs.  
Earle and Thomas are looking at LED lamps to replace current installations that provide the same level of light.  
B. NEW  
1. Honeywell – library’s portion of city utility study  
Honeywell International is providing the city with a no-cost energy (electric and gas) audit with the intention of securing a contract to install a money saving system. Representatives presented the library portion of the study with statistical data and costs.  
2. 2016 – 2017 Library Budget  
Revenue data has not been provided yet. Budget committee will set up a budget with the director when it becomes available.

C. OTHER

Internet Access

Thomas presented issues regarding staff assistance to library users accessing the internet. Anecdotal situations where a user expected staff to interpret sites, enter/keyboard data on sites and make guarantees of receipt of data entered. It was agreed that staff has no control over internet sites or validity of information provided. She presented a written policy that needs revision after discussion by board members.

VI. ANNOUNCEMENTS, INFORMATION, ETC.

A. Stats from March programs, upcoming events

B. Friends report – C. Earle

At the April 4<sup>th</sup> meeting the Friend gave \$650 for the Reading Program & other programs. It is looking at providing financial assistance for future programs and resources.

C. Strategic Plan report, WSU intern

Work is continuing on the strategic plan. A WSU intern (Maria Gardella) will help with the process. The director provided a mission statement that is preliminary.

D. Digitizing report

Library director is looking into digitizing the newspaper collection but current costs are extremely high.

E. Anchor Bay Artists show here – April 30<sup>th</sup> to May 6th

Evaluate will be done on location of art/paintings removed from library walls due to renovations.

F. ABHS Career Night

Thomas will participate on May 16th

G. Donations

Current total is \$47,764.00

H. Other

Mayor dinner for Michigan Week is Tuesday May 17th

VII. ADJOURN

Meeting adjourned @ 9:25 pm

VIII. NEXT MEETING DATE - Wednesday May 25, 2016 @ 7:30 PM