

APPROVED 1/30/19

**LIBRARY BOARD OF TRUSTEES MEETING
December 5, 2018**

MINUTES

- I. CALL TO ORDER
Meeting called to order at 7:38 pm by Powers
Members present: Powers, Weins, Steffey, Earle
Library staff present: Director: Thomas
Excused absence: Lisica
Friends of the Library Representative: Moira Willis
- II. APPROVAL OF AGENDA
Motion made by Weins to approve agenda as presented, 2nd by Powers .
Motion approved.
- III. APPROVE OF MINUTES
Motion made by Earle, to approve minutes as presented, 2nd 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 comments.
- IV. FINANCIAL REPORTS
A. Monthly expenses and revenues – Sandi’s report
Data provided as of 11/29/2018 for period ending November 2, 2018.
Motion made by Weins, 2nd by Powers to accept as presented. Motion approved.
B. Monthly Fund Report – City Printout –
Printout received dated 11/29/2018 for the period ending 11/30/2018.
C. City Treasurer report –
A report for November 30, 2018 was not available.
- V. BUSINESS
1. OLD
1. Small Kitchen Area – Revised TPG Report
Tabled for next meeting
2. DTE Project – TPG with LaBelle Electric
The energy saving proposal was tabled with further information to be provided via TPG (construction manager), DTE and Labelle Electric.
Tabled for next meeting
3. Selection of Officers
Motion made by Steffey, to re-elect all current officers (Powers – President, Earle – Vice President, Lisica – Secretary, Weins –

Treasurer), 2nd Earle. Motion approved.

B. NEW

1. Approve 2019 Library Closing Dates

Motion was made by Weins to approve the attached closing dates, 2nd by Earle.

Motion approved

2. Approve 2019 Library Board Meeting Dates

Motion was made by Weins to approve the submitted Library Board meeting dates (attached), 2nd by Steffey .

Motion approved

3. Approve change to Kelly Marra's Vacation Leave

Kelly Marra has been employed by the Library for 8 years but has been full-time for 3 years. The Board is tabling this issue to research her employment history to understand when she was granted vacation leave.

C. OTHER

VI. ANNOUNCEMENTS, INFORMATION, ETC.

A. Program stats from November 2018 and upcoming events

Reports on the gaming, school visits, story time, book club, etc. activities were summarized.

- Toddler and infant reading attendance slightly declined.
- AB Middle School teacher created a "Reading Together" program for a book talk. It will continue into 2019.
- Maria started a journal writing program with 4 attendees.
- Book Talk on November 5th with 5 attendees.
- Fiction Book Club 15 attendees, Non-Fiction 8-10 attendees
- Anchor Bay Quilt Guild donated 6 tables to the Library.

B. Friend's Report – M. Willis

- Fall Craft Show and Book Sale: Was a big success. Had 17 sponsor tables (our maximum). Total revenue was \$1,931.50. Total expenses were \$285.00. Net Income was \$1,646.50.
- January 7, 2019 the Friend's will have a strategic planning meeting.
- Currently have 11 Friend's members, added 3 new members this year.
- Book Room is half full, so accepting donations
- Next Event will be the Spring Tea

C. December Events:

- Books on Tap: First meeting on December 20th at Little Camille's, 6pm
- Story Time with Santa on December 8th
- Noodles and Company fundraiser on December 13th, 4-9pm
- Jingle Bell Run registration will be at the Library this year.

- D. Ceiling Projector for Community Room
Table for next meeting
- E. Donation report
Total stands at \$ 55,019.00
- F. Other
 - Library Christmas Party is next Friday, December 14th at 5:30pm
 - Will need to increase compensation to comply with new minimum wage laws for 2019
 - Board will send Ken Butler a thank you card for his work on the "little free libraries"

VII. ADJOURN
Meeting adjourned @ 8:48 pm

VIII. NEXT MEETING DATE - Wednesday January 23, 2019 @ 7:30 PM

2019 Library Closings			
Tuesday	January 1, 2019		New Year's Day
Friday	April 19		Open 10am to 1pm - Good Friday
Saturday	April 20		Sat. before Easter
Saturday	May 25		Sat. before Memorial Day
Monday	May 27		Memorial Day
Monday	June 17		Open 10am to 5pm
Tues-Sat	June 18 - 22		Bay Rama Week
Monday	June 24		Open 1-8pm
Thursday	July 4		Independence Day observed
Monday	September 2		Labor Day
Wednesday	November 27		Close at 5pm - Thanksgiving Eve
Thursday	November 28		Thanksgiving Day
Tuesday	December 24		Christmas Eve
Wednesday	December 25		Christmas Day
Tuesday	December 31		New Year's Eve
Wednesday	January 1, 2020		New Year's Day
<i>Draft 11/23/18</i>	Total Days Closed	15	

LIBRARY BOARD MEETING DATES - 2019

January	23	July	24
February	27	August	28
March	27	September	25
April	24	October	23
May	22	November	NO MEETING
June	26	December	4