

APPROVED 5/03/2017

**LIBRARY BOARD OF TRUSTEES MEETING
March 22, 2017**

MINUTES

- I. CALL TO ORDER
Meeting called to order at 7:35 pm by Powers.
Members present: Powers, Earle, Lisica, Steffey, Weins
Library staff present: Director: Thomas
- II. APPROVAL OF AGENDA
Motion made by Powers to approve agenda as presented, 2nd by Weins.
Motion approved.
- III. APPROVAL OF MINUTES
Motion made by Weins, to approve minutes for February 22, 2017 meeting as presented, 2nd Earle. 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
Report through March 17, 2017.
On motion by Weins, 2nd by Earle the financial report was approved.
B. Monthly Fund Report – City Printout –
Received for the period ending March 31, 2017
C. City Treasurer report –
Received report dated February 28, 2017.
- V. BUSINESS
A. OLD
1. Explanation of service fees requests confirmed – B. Weins
Ongoing discussion was held regarding additional city service fees imposed by the city on the library budget. They appear to be generated by accounting rules that are either mandated or are a revenue generation process.
B. NEW
1. Newspaper & Microfilm conversion – MOS total cost for both = \$9,264.
Michigan Office Solutions (MOS) provided written estimate and details for conversion of current local newspaper microfilm and paper issues into digital format. Motion made by Powers to start with the microfilm first, 2nd by Weins to proceed with the process. Motion approved.
2. 2018-2019 Budget
Budget is ready within provided tax revenue. Motion made by Weins to approve, 2nd by Lisica. Budget was approved.

3. Closing Good Friday
Request was made based on city guidelines and that other libraries followed the same schedule. Motion by Powers to approve was 2nd by Steffey. Motion approved
- C. OTHER
 1. Newsletter
The library will use MailChimp to deliver its activities and program information. Sample from Chesterfield was shared.

- D. ANNOUNCEMENTS, INFORMATION, ETC.
 1. Program stats from March 2017 programs and upcoming events
The children's librarian is visiting local schools.
 2. New Baltimore 150th birthday – pre-celebrations events
A list of activities planned by various city organizations and businesses was distributed with the library also participating.
 3. Gleaners Food Bank – Food for Thought – April 1-29
Library is participating in the program.
 4. Donation report
Current total is \$ 51,000.
 5. Other

- E. ADJOURN
Meeting adjourned @ 8:55 pm

- F. NEXT MEETING DATE - Wednesday April 26, 2017 @ 7:30 PM