

Minutes of the Beaver Island District Library Board of Trustees meeting

January 3, 2013

Present: Burton, Lyle, Vyse, Weirenga, Gregg, Stambaugh

Others: Cruickshank, Moore, Creaser, Birdsall, Roe

Absent: Ruis, Lounsberry

Call to order: at 4:30 by Vyse

Financial Report: attached

Librarian Report: We have received financial gifts from the Antinori family, Henry Hill, and Trudy Works. We were closed one day due to no power and closed two days due to heavy snow. See attached for the monthly reports for October, November, and December.

OLD BUSINESS:

- Vyse thanked Stambaugh for her years of work as president of the board.
- Job Descriptions- change title to Administrative Librarian motion by Vyse/second Weirenga to accept the job description but strike the salary range. Passed.
- Evaluation form based on 3 for excellent, 2 for satisfactory, etc. Needs to improve must have specific suggestions. Lyle motion to accept the evaluation forms/second Weirenga/passed.
- No raise system needs to be addressed, need some sort of %, we need to add Cost of Living raises
- Banking: library has had 3 small CDs and a savings account. Weirenga says Malowitz suggests since the total is 31,814.00 add to it to make it \$50,000 and put it in a money market account. Nothing decided.
- Burton submitted a report on the relationship between the school and the library. See attached.

NEW BUSINESS:

- Vyse asked Stambaugh to be acting deputy vice-president/secretary as some board members are off-island. Stambaugh agreed.
- Vyse read Moore's letter of retirement. Personnel committee will be Weirenga, Stambaugh, Vyse.
- Regularly scheduled meetings for 2013. See attached. Motion to accept Weirenga/2nd Gregg/passed.

- Personnel committee meeting to be 10 a.m. January 10th at Vyse home. Special board meeting the 17th of January at 9 a.m. at the library for the budget.

Correspondence:

- Letter was sent to Joan Weaver.
- Letter from Mary Roe. Vyse moved that the board go into a closed session. 5:25 p.m.

Vyse reopened the public meeting at 6:25 p.m. Gregg motioned for adjournment/2nd by Weirenga/ passed. Meeting closed at 6:30 p.m.

Respectfully submitted,

Phyllis Moore