**Beaver Island District Library Board of Trustees**

**Meeting Minutes**

**January 21st, 2016**

Present: Lyle, Martin, Mitchell, Moore, Rehkopf, Stebbins

Absent: Tidmore

Other: McGinnity

1. Meeting called to order by Rehkopf at 9:00 am.
2. **Changes or additions to agenda:** Mitchell asked that Appropriate Library Conduct be added under New Business.
3. **Public Comment**: None
4. **Approval of Minutes**: McGinnity pointed out a paragraph in the minutes in which “his” should be replaced with “Speck’s.” Motion to approve minutes of the November 5th Regular Meeting, as amended, proposed by Lyle, Moore seconded—motion carried.
5. **Financial Report**: Speck being off the island, McGinnity offered to answer any questions Board members might have pertaining to the financials for November and December. After discussion of a few minor points, a motion to approve financials and bills paid for November and December 2015 proposed by Lyle, Moore seconded—motion carried.
6. **Director’s Report**: November and December were tracking pretty close to the trend for the year, a slight decrease in adult numbers more than offset by a marked increase in youth patron visits. Donations in honor of Thelma Johnson are being mostly dedicated to installing a gas fireplace in the music room. John Roberts has been asked to find a good fit for the space and provide a quote for the project. The Langfords have been included in the conversation, and will be kept up to date as things progress, but installation will have to wait until spring.
7. **New Business**:
   1. **Election of Vice Chair**

As the board is currently one member short, and is unlikely to have a replacement until March at the earliest (based on Peaine Township meeting schedule), the board decided to hold off on electing a new Vice Chair to replace Rehkopf, who became Chair upon Welter’s resignation from the board this month. According to the revised Board Bylaws, March is the month of the Board’s Annual meeting, where officer Elections (except for Chair) are normally held, So the Board decided that it would be better to wait until there is a full board is seated, and to hold the election at the normal time rather than electing an interim Vice Chair.

* 1. **Board Vacancy – Peaine Twp.**

The Board discussed the timing of the appointment and agreed to come up with a list of possible candidates who might be interested in applying.

* 1. **Strategic Initiatives FY 2016-2017**

Rehkopf proposed that a formal strategic planning event be postponed for the year, and that we think of strategic planning as more of a multi-year process, where the Board would look at where we are in our plan annually and decide if adjustments are required, either in the plan itself, or in how we are carrying it out.

She proposed the following as strategic initiatives for this year:

* That we focus on a robust marketing plan communicating more with the community we serve and reaching out to those who are not currently being served. Possible creation of Marketing Committee.
  + Quarterly mailer to all residents (and patrons) along with an e-version with active links (eg. “How to get started with Overdrive”)
  + Small surveys
* That the Board take on the rest of the policy revisions prior to this year’s audit. McGinnity will distribute the policy examples sent to us by the auditors. Possible creation of Policy Committee.

Other proposed initiatives from the rest of the Board (and the director) included:

* Contacting TDS about the higher speeds they are now offering, so that the Library can finally offer the fastest internet on the island.
* Purchasing a color printer for our own publicity and signage, as well as for community use.
* Helping the school with finding AR (Accelerated Reader) levels on books. McGinnity will find an iPad app for this.
* Getting together with a teacher/TAB group annually to assess needs (possibly March or April).
  1. **Music Room Fireplace**

This was covered during the Director’s Report

* 1. **Appropriate Library Conduct**

This week the Code of Conduct passed by the Board in December 2014 was implemented for the first time in response to a patron complaint about another patron. There was some concern that Library staff had not followed up with a parent of one of the youths who were involved. The policy worked well, overall, to ensure that the Library staff and the patron involved (as well as his/her parents) were all on the same page about what is expected, and what the possible consequences of subsequent violations are.

1. **Old Business:**
   1. **Policy Revision Process**

This was covered during discussion of strategic initiatives.

1. **Correspondence:** Resignation letter from Welter. Letter of appreciation to be composed.
2. **Public Comment**: None

Meeting adjourned 10:18 am.

*Next regular meeting:*

***9:00 am, February 18th, 2016.***

-*Respectfully submitted by Patrick S. McGinnity, Director*