**Beaver Island District Library**

**Board of Trustees**

**Meeting Minutes**

**November 15, 2016**

Present: Fiegen (2018), Foli (2020) Lyle (2018), Mitchell (2020), Rehkopf (2020), Tidmore (2018)

Absent: Whitecraft (2018)

Other: LaFreniere, McGinnity, Speck

1. Meeting called to order by Rehkopf at 6:05 pm.
2. **Changes or additions to agenda:** none
3. **Public Comment**: None
4. **Approval of Minutes**: Motion to approve minutes of the August 15th meeting proposed by Lyle, Tidmore seconded—motion carried.
5. **Financial Report**: Speck offered to answer questions on the three months of financials presented. A motion to approve financials and bills paid for August, September, and October 2016 proposed by Tidmore, Foli seconded—motion carried.
6. **Director’s Report**: McGinnity went through the three sets of usage statistics. LaFreniere presented briefly on the success of the TAB Halloween parties at the Library.
7. **Old Business:** None
8. **New Business**:
	1. **Audit Report**

McGinnity reported that the audit went well and distributed the bound copies to the Board. Speck noted that aside from the separation of duties comment, the report is largely positive. The library is in a better position than it was two years ago. McGinnity asked board members to go over the audit and bring any questions to the December meeting.

* 1. **Engaged Libraries**

LaFreniere briefly went over the continuing education class she’d taken on engaging with communities.

* 1. **Winter Newsletter**

The newsletter was discussed, and it was decided that it should come out in early to mid-February. Content assignments:

* McGinnity – Lego Snow storm article, Author events, Director’s desk
* Rehkopf – Book Club
* LaFreniere – Kids’ Report
* Board News – Tidmore
* Story Time – Foli

All Submissions are to be received by Rehkopf by January 3rd for copy editing and proofreading and submission to Lyle by January 15th.

* 1. **Bylaw Revision – Remote meeting attendance**

BIDL Attorney Dick Butler’s opinion on remote meeting attendees counting toward a quorum was discussed. It was decided that in order to continue to conduct business and to allow seasonal residents to serve on the board, it was necessary to allow remote attendees to not only participate and vote at meetings, but also to count toward a quorum. A motion to amend Article 3, paragraph 6 of the BIDL Board of Trustees Bylaws to remove “b. a quorum of the board is physically present” and revise the from a list to a sentence structure, proposed by Lyle, Tidmore seconded—motion carried.

* 1. **Policy Revision – Holiday Policy**

McGinnity explained that the BIDL Holiday Policy consists of a list of observed holidays, with no provisions for holiday pay or what happens when the library would already have been closed on a designated holiday (i.e.: a holiday that falls on a Sunday). This year Christmas and New Year’s holidays are both Saturday-Sunday pairs.

The proposed policy would provide holiday pay to part time (nonsalaried) employees who miss work because of a holiday closing. It would also provide holiday pay for non-salaried employees who would not have regularly been scheduled to work had the library not been closed for the holiday. Finally the proposed policy would allow salaried employees one day off for any holiday closure that occurs on a day when they would not have been scheduled to work or when the library would have been closed anyway (in the same month).

Motion to replace existing Holiday Policy with proposed holiday policy offered by Tidmore, Foli seconded—motion carried.

* 1. **Regular Meeting Day/Time**

Discussion of changing meeting day and/or time. It was decided that the regular meeting should be moved to the first Tuesday of the month, and the time changed from 9:00 am to 6:00 pm. No bylaws change is required as Article 3, Paragraph 1 of the BIDL Board of Trustees Bylaws allows the board to set the time and place of the regular meeting.

1. **Correspondence:** None
2. **Public Comment**: None

Meeting adjourned 7:10 pm.

*Next regular meeting:*

***6:00 pm, December 6th, 2016.***

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