**Beaver Island District Library Board of Trustees**

**Meeting Minutes**

**March 22nd, 2016**

Present: Lyle, Martin, Mitchell, Rehkopf, Stebbins

Absent: Moore, Tidmore, Whitecraft

Other: McGinnity

1. Meeting called to order by Rehkopf at 9:02 am.
2. **Changes or additions to agenda:** Motion to approve agenda with the addition of Officer Elections to New Business, proposed by Lyle, Martin seconded—motion carried.
3. **Public Comment**: None
4. **Approval of Minutes**: Motion to approve minutes of the January 21st Regular Meeting proposed by Lyle, Mitchell 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 January and February. 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**: January and February numbers are roughly in line with last year.
7. **Old Business:**
	1. **Policy Revisions**

Rehkopf explained that we have five policies to put in place before the audit this summer:

* + 1. Disaster Recovery
		2. Accounting Procedures
		3. Fixed Asset Management
		4. Fraud Risk Management
		5. Investment Policy

The Auditors presented us with samples of each, and in some cases, the samples can just be revised to include our library name and other details (esp. Fraud Risk). Rehkopf and Lyle volunteered to work on a general Disaster Recovery Plan. McGinnity will work with Speck to document our current Accounting Procedures in a policy. McGinnity will look into the issue of Fixed Asset Management. Rehkopf will work on editing the sample Fraud Risk policy. Rehkopf suggested that our Investment Policy be modeled on that of the Charlevoix County Community Foundation, as that is the only place we are likely to invest.

* 1. **Marketing/Outreach**

Rehkopf mentioned the Charlevoix Public Library’s survey (Did you know we offer \_\_\_\_\_? Do you care?) An early summer open house was discussed, possibly coinciding with museum week’s blacksmiths across the street. The possibility of a bookmobile service was discussed. Frank Ettewageshik’s native pottery workshops were also mentioned. Lyle, Martin, and Mitchell volunteered to be the Marketing/Outreach Committee and to report back in April with the beginnings of a marketing plan.

1. **New Business**:
	1. **Officer Elections**

As March is the month of the Board’s Annual meeting, where officer Elections (except for Chair) are normally held, and as the budget resolution must be signed by the Secretary, nominees were taken for Board Secretary. Stebbins was nominated and agreed to serve if elected. Motion to elect Stebbins Board Secretary proposed by Lyle, seconded by Rehkopf. Stebbins abstained, motion carried.

A motion to table the elections for Vice Chair and treasurer until April when hopefully the full board will be in attendance was proposed by Lyle, seconded by Mitchell—motion carried.

* 1. **End of Year Budget Amendments FY 2015-2016**

McGinnity presented a list of budget lines to be amended before the end of the fiscal year (attached). There was some discussion, followed by a motion by Lyle to amend the FY 2015-2016 Budget as proposed. The motion was seconded by Mitchell—motion carried.

* 1. **FY 2016-2017 Budget Resolution**

McGinnity presented the proposed budget resolution, which includes the budget presented at the public hearing held March 17th, 2016. The board discussed the budget briefly. It was pointed out the date of the meeting was incorrectly listed twice as March 17th in the resolution. The resolution was offered by Mitchell and supported by Lyle. The resolution was put to a roll-call vote, with all members present voting “Yea.” The resolution was then certified by Board Secretary, Stebbins.

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

Meeting adjourned 10:08 am.

*Next regular meeting:*

***9:00 am, April 21st, 2016.***

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