**Beaver Island District Library**

**Board of Trustees**

**Meeting Minutes**

**April 21st, 2016**

Present: Lyle (2018), Martin (2016), Moore (2018), Rehkopf (2016), Whitecraft (2018)

Absent: Mitchell (2016), Stebbins (2016), Tidmore (2018)

Other: McGinnity, Speck

1. Meeting called to order by Rehkopf at 9:02 am.
2. **Changes or additions to agenda:** Motion to approve agenda proposed by Lyle, Moore seconded—motion carried.
3. **Public Comment**: None
4. **Approval of Minutes**: Motion to approve minutes of the March 22nd Meeting proposed by Lyle, Martin seconded—motion carried.
5. **Financial Report**: Speck offered to answer any questions Board members might have pertaining to the financials for March, which finishes off the fiscal year. The Library came in under budget for the year overall. A motion to approve financials and bills paid for March 2016 proposed by Lyle, Moore seconded—motion carried.
6. **Director’s Report**: March numbers are in line with the past two years with increases in nearly every column, the most notable spike being in computer users, which McGinnity attributed to kids coming over after school. Also of note, the Library’s auditing firm, Abraham & Gaffney, has contacted us to schedule the audit for July. The letter to the board is included under Correspondence.
7. **Old Business:**
   1. **Policy Revisions**

Rehkopf explained that not much had happened with policy work since March. It was noted that having the audit looming imposes a deadline for finishing and approving the policies recommended by the auditor.

* 1. **Marketing/Outreach**

Martin updated the board on some of the many ideas the Marketing/Outreach Subcommittee had been working on.

* Open House
* Bookmobile/County Transit Cooperation
* Newsletter
* Increasing engagement with Library Facebook followers (523 Likes to date)
  + Martin has been added as an administrator on the account
  + Martin also activated “Call to Action” feature, linking our FB page to our website
* Patron of the Week drawing
* 1 Board member “blurb” each month pertaining to libraries, books, etc.
  + Rehkopf volunteered to be the first, and submit a story before the next meeting
* Utilizing the WBVI radio station
  + Weekly library updates, either recorded by someone from the library or submitted for reading on the air with the morning news.
  + “Chat with Pat” possibly in person, possibly on the air

Lyle mentioned trying to find the survey she put together several years ago. Joe brought up that we need to be better than the school about disseminating information on events, etc. Apropos to this, submitting news to News on the Net was discussed, as were postings in prominent locations around the island and bulk mailing. Whitecraft offered to donate to the library an electronic ticker board to post current information at the library counter. McGinnity will follow up with Kevin Boyle regarding radio station for Library outreach.

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

As Stebbins was elected to the position of Secretary at the March meeting, the remaining positions to fill are Treasurer and Vice Chair. Motion to elect Moore Board Treasurer proposed by Lyle, seconded by Martin. Moore abstained, motion carried. Motion to elect Mitchell Board Vice Chair proposed by Moore, Martin seconded. Motion carried.

1. **Correspondence:** Letter to Board from auditing firm Abraham & Gaffney.
2. **Public Comment**: None

Meeting adjourned 9:55 am.

*Next regular meeting:*

***9:00 am, May 19th, 2016.***

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