**Beaver Island District Library**

**Board of Trustees**

**Meeting Minutes**

**May 19th, 2016**

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

Stebbins (2016), Whitecraft (2018)

Absent: Tidmore (2018)

Other: McGinnity, Speck

1. Meeting called to order by Rehkopf at 9:05 am.
2. **Changes or additions to agenda:** None
3. **Public Comment**: None
4. **Approval of Minutes**: Motion to approve minutes of the April 21st Meeting proposed by Moore, Lyle seconded—motion carried.
5. **Financial Report**: Speck offered to answer any questions Board members might have pertaining to the financials for April, the first month of the fiscal year. It was a three pay month, which makes the salaries and wages line look over budget in the forecast. A motion to approve financials and bills paid for April 2016 proposed by Moore, Lyle seconded—motion carried.
6. **Director’s Report**: April numbers are in line with the past couple years. McGinnity reported that Jacque LaFreniere would be running the Summer Reading Program.
7. **Old Business:**
   1. **Review of Proposed Policies**

Rehkopf thanked the board for looking over the proposed policies in advance. Subsequently, there was a discussion of each proposed policy in turn.

* *Disaster Plan*

Rehkopf went over proposed BIDL Disaster Plan. Several amendments were discussed, including the filling in of missing information. It was also agreed that calling 911 should be offered as the emergency course of action for contacting the Fire Department and Police, in addition to the ambulance. Moore recommended submitting plan to CCE Central Dispatch Authority for incorporation into their plan, and the inclusion of a statement that our plan is incorporated into the CCE countywide disaster plan. Motion to approve BIDL Disaster Plan as amended proposed by Lyle, Mitchell seconded—motion carried.

* *Fraud Risk Management*

Rehkopf explained that this policy is largely boilerplate, but did take some work to apply to our particular situation. The only amendment suggested was adding the word “recommending” to the sentence about the Townships carrying out disciplinary action, so that it would read: “up to and including recommending termination of employment.” Motion to approve BIDL Fraud Risk Management policy proposed by Moore, Martin seconded—motion carried.

* *Investment Policy*

Rehkopf introduced the proposed BIDL Investment Policy, which essentially states that for investments managed by the Charlevoix Count Community Foundation (CCCF), the CCCF Investment Policy would be incorporated as the Library’s Investment Policy. There was some question of whether the Charlevoix State Bank (CSB) savings account and certificates of deposit ought to be accounted for in the policy, as they are not covered by the CCCF investment policy. **It was agreed that a sentence stating that the library maintains (but does not add to) savings and CDs with CSB as a “rainy day” fund should be added.** Motion to approve the BIDL Investment Policy as amended proposed by Moore, Lyle seconded—motion carried.

* 1. **Marketing/Outreach Roll-Out**

Rehkopf updated the board on progress by the Marketing/Outreach subcommittee.

* + McGinnity will brush up his PLONE editing skills in order to have the website ready to serve a more robust active role in Marketing/outreach by June 15. He will block out time to update the site on a weekly/biweekly basis with content supplied in part by the Board and Library staff.
  + An item on each regular meeting agenda will be website content, in order to ensure that there is a steady supply of material. Content may include:
    - Board member blurbs
    - Staff blurbs
    - Book Club notices/reviews
    - Meeting Minutes & Agendas
  + The proposed Open House was also discussed. It would coincide with the Blacksmith exhibit in the Heritage Park across the street from the Library. Museum Week is July 17-23. Moore asked if having an ongoing open house for the days of the blacksmithing event might not be better than a one-day affair. It was agreed that it would not be much more work or expense, but would likely reach more people than a single day.
  + There was also some discussion about a paper newsletter, and in particular how our mailing list would be generated.

1. **New Business**: None
2. **Correspondence:**
3. **Public Comment**: None

Meeting adjourned 10:08 am.

*Next regular meeting:*

***9:00 am, June 16th, 2016.***

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