**Beaver Island District Library**

**Board of Trustees**

**Meeting Minutes**

**August 23, 2018**

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

Absent: Smith (2020) Tidmore (2018)

Other: McGinnity, Speck

1. Meeting called to order by Mitchell at 9:04 am.
2. **Changes or additions to agenda:** Mitchell added “Open Board Seats” under New Business. McGinnity added “Facility Upgrades” under New Business.
3. **Public Comment**: None
4. **Approval of Minutes**: Motion to approve minutes of the July 19, 2018 regular meeting proposed by Lyle, Foli seconded—motion carried.
5. **Financial Report**: A motion to approve bills paid for July 2018 proposed by Fiegen, Lyle seconded—motion carried.
6. **Director’s Report**: McGinnity went through the usage statistics for July, which show a 27.3% increase in patronage across the board, focused primarily on youth (+41.8% over last year). The fireplace dedication on July 27th was a great success.
7. **Old Business**:
8. Policy Updates

McGinnity presented drafts of a Purchasing and Contracting Policy, a Public Art Policy, a Gift Policy, and an updated Mission Statement.

* Mission Statement

The Board agreed that the proposed draft was more inclusive and less verbose than the original. Through discussion, it was pared down even further. The final text:

“The Mission of the Beaver Island District Library is to maintain and improve the quality of life for all of our community by providing resources that enhance and contribute to knowledge, enlightenment, success, and enjoyment.”

Motion to adopt the new mission statement, with the agreed upon amendments proposed by Rehkopf, Fiegen seconded—motion carried.

It was also noted that the final sentence of the proposed new language, though left out of the final draft, should appear in some form somewhere: “We especially recognize our responsibility to serve as a place for children to discover the joy of reading and the value of libraries.”

* Purchasing and Contracting Policy

McGinnity explained that this draft was unchanged from the one presented a couple of months prior. He explained that the reason it was tabled before was that it was unclear whether there were contradictions between the various thresholds and some of the exceptions. There was some discussion of the relative merits of having more or less Board involvement in decision making.

Motion to adopt the Purchasing and Contracting Policy as presented proposed by Fiegen, Lyle seconded—motion carried.

* Public Art Policy

It was noted that the proposed draft included the “Art Committee” in several locations, which should have read “Library Director.”

Motion to adopt the Public Art Policy and attached Incoming Loan Agreement, with the amendments mentioned above proposed by Fiegen, Foli seconded—motion carried.

* Gift Policy

The policy was discussed, with McGinnity explaining that the “Art Donations” section had been removed and replaced with the Public Art Policy. It was decided to strike the final sentence of Section 4, Paragraph F, referring to board notification when items of a certain value are disposed of because it raised more questions than it resolved.

Motion to adopt the Gift Policy, with the agreed upon amendments, and pending Board approval of the additional Board Communication item (4-h) proposed by Rehkopf, Lyle seconded—motion carried.

McGinnity will submit the new language to the Board via email shortly.

1. Audit

McGinnity explained that the day-long in-person gathering phase of the audit had been completed on Wednesday the 17th of July, and that the follow up was now pretty much complete. The auditor’s report should come within a month or two.

1. **New Business:**
	1. Millage Levy for 2018

McGinnity explained that levying the full .9864 mills would yield $112,444.03, just unde a thousand dollars less than we received in tax revenue this year. The board agreed that there was no reason to levy less than the maximum voted millage.

Motion to levy .9864 mills for the 2018/2019 year. proposed by Fiegen, Rehkopf seconded—roll call vote:

 Fiegen - Aye

Foli - Aye

Lyle - Aye

Mitchell - Aye

Rehkopf – Aye

Motion carried. McGinnity will obtain the required signatures on the L-4029 and submit to the Charlevoix County Clerk and Equalization Department.

* 1. Open Board Seats

Mitchell inquired about the open Peaine Twp. Seat, which remains empty. She suggested a possible candidate. McGinnity agreed to check on the expiration dates and renewal status of all sitting Board Members as well.

* 1. Facility upgrades

McGinnity explained that a new patron computer and receipt printer had been purchased with a Northland Co-Op Library Enhancement Grant. In addition, he had been looking into replacing the parking lot lighting fixtures with vintage looking Dark-Sky compliant LED fixtures. A donor had offered to purchase the first unit this fall, and an additional one in the spring if we decided to budget for the third unit on our own. The concrete bases would have to be modified to accommodate the larger bases of the new units, but McGinnity explained that wrapping the existing pillars in stone or brick would accomplish that while also enhancing the aesthetic appeal at the same time. He will talk to stone masonry companies to get quotes for at least one base, and possibly for all three.

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

Meeting adjourned 10:23 am.

Next regular meeting:

**9:00 am, September 20th, 2018.**

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