**Beaver Island District Library**

**Board of Trustees**

**Meeting Minutes**

**February 15, 2018**

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

Absent: Tidmore (2018), Whitecraft (2018)

Other: McGinnity, Speck

1. Meeting called to order by Foli at 9:03 am.
2. **Changes or additions to agenda:** McGinnity suggested that Trustee Attendance be added to the agenda under Old Business (as it was an issue discussed some time ago as well).
3. **Public Comment**: None
4. **Approval of Minutes**: Motion to approve minutes of the January 18, 2018 regular meeting proposed by Lyle, Mitchell seconded—motion carried.
5. **Financial Report**: A motion to approve financials and bills paid for January 2018 proposed by Fiegen, Smith seconded—motion carried.
6. **Director’s Report**: McGinnity went through the usage statistics for November, December and January, noting that numbers are up incrementally across the board over 2017.
7. **New Business:**
* Budget process

McGinnity will get an updated company file from the Speck and come up with a budget proposal to present to the Budget Sub-Committee (Rehkopf, Smith, Speck). Budget Hearing to precede March Regular Meeting.

Mitchell brought up the Director’s evaluation, which hasn’t been done in some time. It was agreed to use the same instrument as last time (which McGinnity will provide to Board Members via email), and to plan to hold the board discussion of the evaluation at the March regular meeting, adjusting the proposed budget, if necessary, before passing it at the same meeting. Mitchell to receive and coordinate/collate the responses of the full Board using the agreed upon evaluation instrument. McGinnity will also conduct employee evaluations for all BIDL employees, and wage adjustments, if any will be included in the budget proposal he presents to the Budget Committee for consideration.

1. **Old Business**:
* Trustee Attendance

McGinnity reminded the board that at one point language had been drafted establishing a maximum number of absences a Board Member could incur before the Township would be notified. The language was never voted on as there was concern about the authority of the board to request or recommend the replacement of an appointed board member.

After some discussion of current issues with absenteeism it was decided that when Members incurred an unreasonable or excessive number of unexcused absences the member should be contacted and informed that the board would be sending a letter notifying the respective township board of the issue.

McGinnity agreed to work with the Chair to draft any necessary correspondence, and agreed to specifically request in the email sending out meeting packets that all Members confirm whether they will or will not be attending the upcoming meeting.

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

Meeting adjourned 9:42 am.

*Next regular meeting:*

***9:00 am, March 15th, 2018.***

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