**Beaver Island District Library**

**Board of Trustees**

**Meeting Minutes**

**March 15, 2018**

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

Absent: Fiegen (2018), Tidmore (2018), Whitecraft (2018)

Other: McGinnity, Speck

1. Meeting called to order by Foli at 9:01 am.
2. **Changes or additions to agenda:** McGinnity suggested that Trustee Attendance be added to the agenda under Old Business. Mitchell suggested that Evaluation Process be added under new business, to precede Director’s Evaluation.
3. **Public Comment**: None
4. **Approval of Minutes**: Motion to approve minutes of the February 15, 2018 regular meeting proposed by Mitchell, Lyle seconded—motion carried.
5. **Financial Report**: A motion to approve financials and bills paid for February 2018 proposed by Lyle, Rehkopf seconded—motion carried.
6. **Director’s Report**: McGinnity went through the usage statistics for February, noting that school visits being up 250% over last year accounts for much of the increase in youth patrons this month compared to 2017.
7. **Budget Hearing:**

Foli opened the Budget Hearing at 9:15 am

McGinnity and the Budget Committee (Smith, Rehkopf, & Speck) presented the proposed budget to the Board, noting the cost of living increase in staff wages and other changes from last year.

When all questions had been answered, Foli closed the Budget Hearing at 9:38 am.

1. **New Business:**
* Evaluation Process

The board discussed and agreed that the existing evaluation instrument for the Director does not fully meet the library’s needs. It was decided that a new instrument should be found quickly. Rehkopf proposed a motion that the evaluation itself be postponed until Sunday, March 18th, at 1:00 pm. Lyle seconded—motion carried.

McGinnity will supply a detailed, up-to-date job description and a self-evaluation, and will also post for the special meeting as required. Following the meeting of the Board, Mitchell and Foli will meet with McGinnity to discuss the board’s consensus evaluation.

* Director’s Evaluation postponed until Sunday, March 18th, at 1:00 pm (Special Meeting)
1. Motion to adopt Proposed Budget for FY 2018/2019 proposed by Rehkopf, seconded by Lyle. Roll Call Vote:

Rehkopf – Aye

Smith – Aye

Mitchell – Aye

Lyle – Aye

Foli – Aye

Fiegen – ABSENT

Whitecraft – ABSENT

Tidmore – ABSENT

Motion carried.

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

There was no response to the email sent to Whitecraft, so Foli will contact Supervisor Kohls to apprise him of the situation. McGinnity will check on the term expiration months for all members with terms expiring in 2018.

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

Meeting adjourned 10:08 am.

Next regular meeting:

**9:00 am, April 19th, 2018.**

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