**Beaver Island District Library**

**Board of Trustees**

**Meeting Minutes**

**May 17, 2018**

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

Absent: Mitchell (2020)

Other: McGinnity, Speck

1. Meeting called to order by Foli at 9:03 am.
2. **Changes or additions to agenda:** McGinnity suggested that the Library Summer Hours and Policy Updates be added under New Business. Motion to approve the additions to agenda proposed by Tidmore, Smith seconded—motion carried.
3. **Public Comment**: None
4. **Approval of Minutes**: Motion to approve minutes of the March 15, 2018 regular meeting proposed by Lyle, Tidmore seconded—motion carried.
5. **Financial Report**: A motion to approve financials and bills paid for March and April 2018 proposed by Lyle, Fiegen seconded—motion carried.
6. **Director’s Report**: McGinnity went through the usage statistics for April, pointing out that youth numbers are still trending higher than 2017, but by a fairly small margin.
7. **New Business:**
* Officer Elections

McGinnity explained that annual elections are intended to take place at the Annual Meeting in April which was cancelled this year. After some discussion, a slate of officers was agreed upon: Lyle proposed a motion to elect by slate vote Foli as Vice Chair, Tidmore as Secretary, and Smith as Treasurer, and to acknowledge that Mitchell becomes Chairperson per the Bylaws. Smith seconded. Motion carried.

* RFP/Bid process

As the board had expressed interest in a more consistent bidding/contracting procedure, McGinnity presented two examples of purchasing, contracting, and bidding policies from Michigan libraries as examples. He offered to do further research and come up with a straightforward policy to guide contracting decisions in the future for Board input and ultimately adoption.

* Policy Updates

Continuing in the policy vein, McGinnity noted that there are several policies that had been in the process of being developed to fill gaps in existing Library policies or else update said policies, but which never came up for a vote at the time. He proposed sending them out to the Board for comments with the hope of completing the work and adopting the policies in the near future.

* Summer Hours

McGinnity explained his proposal that the Library hours for summer 2018 be 9:00 – 5:00, as the 5-6 pm hour has always been the slowest of the day, and mornings are much busier in the summer. The board agreed, noting the importance of posting the new hours in various places/media to ensure both islanders and summer residents/visitors are aware of them.

1. **Old Business**:
* Directors Evaluation Update

The Director’s evaluation is complete. There was discussion of timing for future annual updates, with the conclusion that the process should begin in the fall and be completed before the budget process wraps up in March.

* Fireplace Update

McGinnity explained that the community-wide fireplace tile project was in full swing, with close to half the tiles having been decorated by community members, including a class from the school. He also explained that the mantles would be installed shortly, followed by tile and trim. Though it was not discussed a grand opening event will be planned for when the work is complete and Thelma Johnson’s family will be on the island.

* Open Board Seat

McGinnity explained that the Peaine Township Clerk informed him that they’d had no response to the posting for the open seat on the Board and would be reposting.

1. **Correspondence:** Letter from the audit firm, to schedule the audit of FY 2017-2018.
2. **Public Comment**: None

Meeting adjourned 9:40 am.

Next regular meeting:

**9:00 am, June 21st, 2018.**

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