**Beaver Island District Library**

**Board of Trustees**

**Meeting Minutes**

**February 21, 2019**

Present: Fiegen (2022), Foli (2020), Lyle (2022), Mitchell (2020), Randall (2022), Rehkopf (2020), Smith (2020),

Absent: Tidmore (2022)

Other: McGinnity, Speck

1. Meeting called to order by Mitchell at 9:03 am.
2. **Changes or additions to agenda:** The budget process/timeline was added under new business.
3. **Public Comment**: None
4. **Approval of Minutes**: Motion to approve minutes of the January 17, 2019 regular meeting proposed by Foli, Mitchell seconded—motion carried.
5. **Financial Report**: Speck noted that we are still projected to be over budget in a couple categories, but most are coming back into alignment. There was some discussion of individual budget lines, and whether they would need to be amended before the end of the Fiscal Year. A motion to approve bills paid for January 2019 proposed by Foli, Smith seconded—motion carried.
6. **Director’s Report**: McGinnity went through the usage statistics for January, noting that there were several weather closures last month. Patron counts overall are up slightly over last year, with an increase in youth patron numbers driving the increase. He also pointed out that eliminating renewals from circulation numbers still showed an increase over last year, and that the automatic renewals had already begun by January 2018.
7. **Old Business**:
   1. Policy Revision Committee

McGinnity explained that he had sent out to the Policy Revision Committee the existing policy along with links to the Charlevoix Public Library policies, which have recently been updated and could serve as a good model in some cases. They are looking at individual parts of the existing policy that can be updated into freestanding policy documents that can be voted on by the whole Board. A timeline for completing the policy revisions is expected soon.

* 1. Budget Process/Timeline

McGinnity explained that the Budget Committee had decided to meet early in March to create proposed budget so that the budget hearing could be held to coincide with the March regular meeting. He is considering capital improvement needs.

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

Meeting adjourned 9:52 am.

Next regular meeting:

**9:00 am, March 21st, 2019.**

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