

BEAVER ISLAND DISTRICT LIBRARY
Board of Trustees
26400 Donegal Bay Road
Beaver Island, Michigan 49782

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231.448.2701

Special/Regular Meeting Minutes

Thursday, March 30, 2023, 5:00 p.m.

PRESENT: Kim Mitchell, Acacia Warmerdam, Erin Martin, Stephanie Harrington, Monica Longlet, Denise McDonough, Cynthia Pryor, Rick Speck, Jacqueline LaFreniere

ABSENT: Becca Foli

1. Call to Order and Swearing in of new members (Acacia Warmerdam and Cynthia Pryor): Call to order was at 5:15 p.m. McDonough led the swearing in of Warmerdam and Pryor.

2. Public Comment: None

3. Review, modify if necessary, or approve Agenda: Additions to the agenda include Custodial Position and Millage under Director's Report, Other maintenance and repairs and Motion to Amend the 2022-2023 budget under New business. Motion to approve agenda with additions made by McDonough, seconded by Longlet. Passed.

4. Approval of Minutes of Feb. 16, 2023 regular meeting: Motion to approve minutes made by Mitchell, seconded by Pryor. Passed

5. Financial Report- Rick

Budget and forecast for amended budget

Bills submitted for payment February 2023 ~ Motion to approve bills paid made by McDonough, seconded by Longlet. Passed

6. Old Business

a. Policy Updates: Cynthia Pryor presented several policies that need to be updated/reviewed. She will meet with Director next week to begin working on them.

b. Senior/Student reading project- Longlet reported that she will be meeting with Lonnie (COA) next week and Warmerdam has spoken to Amanda Bidell (2<sup>nd</sup>-3<sup>rd</sup> grade teacher) about the school end of the project and will meet again with her soon.

7. Director's Report / Board Update

a. Patron Count-Circulation report for Feb. up across the board

b. Evaluations of Staff: LaFreniere will meet with staff next week and conduct evaluation meetings.

c. Evaluation of Director- sample forms and set committee: Warmerdam, Harrington, McDonough will work on an evaluation form and then evaluate the Director's performance over the past year.

d. Custodial and Groundskeeping positions have been posted. Will need Board member to look over bids since Director's son is also bidding on position.

e. Millage in August- BIDL will have to pay for the St. James election as there is nothing else scheduled to be on the ballot. Peaine will have township millages so we won't have to pay anything there. Estimated cost for St. James will be \$2000. NOTE: we should make sure our millage falls on the even year to avoid this happening in future.

## 8. New Business

a. Motion to Amend the Budget from 2022-2023 made by Pryor, seconded by Longlet. Roll call vote.

AYES: Mitchell, Warmerdam, Pryor, Martin, Longlet, Harrington, McDonough

NAYS: none

ABSENT: Foli

b. Resolution to Approve 2023- 2024 Budget and set Millage Tax rate: Roll call vote

AYES: Mitchell, Warmerdam, Pryor, Martin, Longlet, Harrington, McDonough

NAYS: none

ABSENT: Foli

b. Book Building options: Warmerdam presented option from Quality Structures costing approximately \$18,000. Additional costs would be transportation to Island, cement pad, finishing interior. Discussion included permitting requirements, etc. Motion to move forward with the book sale building plans to cost approximately \$30,000 and to authorize the building committee to proceed with permitting and scheduling. Made by Pryor, seconded by McDonough. Passed.

c. Other maintenance and repairs: Director presented other projects that need to be addressed:

Bathroom fixtures (toilet/sink) replacement

Painting interior and exterior of building: Director will get RFB out on this ASAP.

Cement entry pads front and back replacement

New chairs for teen corner

Gutter work on front

9. Correspondence: none

10. Public Comment: none

~~Adjournment~~ Motion to adjourn made by McDonough, seconded by Longlet. Passed.

Meeting adjourned at 6:55 p.m.

Next scheduled regular meeting: April 20, 2023 5:00 PM

