

Approved 4.24.19

**LIBRARY BOARD OF TRUSTEES MEETING  
April 2, 2019**

**MINUTES**

- I. CALL TO ORDER  
Meeting called to order at 7:30 pm by Powers  
Members present: Powers, Weins, Lisica, Steffey, Earle  
Library staff present: Director: Thomas,  
Friends of the Library Representative: Moira Willis
- II. APPROVAL OF AGENDA  
Motion made by Weins to approve amended agenda as presented, 2<sup>nd</sup> by Steffey. Agenda motion approved.
- III. APPROVE OF MINUTES  
Motion made by Lisica, to approve the minutes with amendment as presented, 2<sup>nd</sup> Steffey. Minutes as presented were approved.
- PUBLIC DISCUSSION  
This is an opportunity to comment on items that are not on the agenda. Comments need to be addressed to the Board.
- No public comments.
- IV. FINANCIAL REPORTS  
A. Monthly expenses and revenues – Sandi’s report  
Data provided as of 03/19/2019 for period ending 03/31/2019.  
Motion made by Weins, 2<sup>nd</sup> by Powers to accept financial reports as presented. Motion approved.  
B. Monthly Fund Report – City Printout –  
Report received dated 03/29/2019 for the period ending 03/31/2019.  
C. City Treasurer report –  
A report was provided as of February 28, 2019.
- V. BUSINESS  
A. OLD  
1. Small kitchen area -  
Work has started with cabinetry installation and realignment.  
2. Ceiling projector – policy needed  
The projector has been installed and 2 new laptop computers have been purchased for use with the projection system. Staff will be trained and policy on use is being developed.  
3. Approve closing the Saturday before Labor Day per policy  
Continuing discussion was resolved with referral to the Library Policy handbook. Motion made by Lisica, 2<sup>nd</sup> by Powers to keep the library closed on Saturday before Labor Day. Powers, Lisica voted Yes and Steffey, Earle, Weins voted No. Motion Failed.

New motion made by Weins, 2<sup>nd</sup>, by Steffey to open the library on the Saturday before Labor Day. Motion approved with Steffey, Weins, Earle voting yes and Powers, Lisica voting no.

B. NEW

1. 2019-2020 budget  
The budget for 2019-2020 is being developed but health care costs from the city are not finalized.
2. Imagine Lawn Care 2019 charges  
Invoice was presented for services with prices stable from last year  
Motion made by Lisica, 2<sup>nd</sup> by Powers to approve payment. Motion approved.
3. Discussion on MPL mission statement - S. Steffey  
Steffey presented services to examine in relation to the mission statement. Discussion was relative to MeLCAT service, book club and Sunday library hours. Director was requested to examine changes that could be implemented in the book club and MeLCAT services.

C. OTHER

1. C. Earle resignation  
Board member Earle will be leaving and discussion was held on process to find a new qualified member to fill her position. Her last meeting date is June 2019.
2. Personnel Policy committee  
Summary report made by members Steffey, Earle and Lisica on their initial review and items to consider for updating. Committee will meet again to finish the review process.

VI. ANNOUNCEMENTS, INFORMATION, ETC.

- A. Program stats from March 2019 and upcoming events, programs  
Library director highlighted event programs for March and distributed program calendar for April. The MPL Children's Room Newsletter for March 2019 was distributed.
- B. Friend's Report – M. Willis  
The Friends have scheduled a Second Hand Accessory Sale with Tea and Conversation on June 8<sup>th</sup> to raise money for the library.
- C. Gleaners Food Program  
Library is participating in collecting food during the month of April.
- D. Low vision reader – donation  
Donation made of a reader which enlarges text or pictures for the visually impaired.
- E. Bix furniture  
Process has begun to repair/restore library chairs in the children's and adult area. Sample work is very satisfactory.
- F. Other

VII. ADJOURN

. Meeting adjourned @ 8:45 pm

VIII. NEXT MEETING DATE - Wednesday April 24, 2019 @ 7:30 PM

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