

## Roscommon Area District Library Board Minutes for February 5, 2016

The regular meeting of the Roscommon Area District Library was called to order on February 5, 2016 by President Karjalainen at 10:00 am. Roll Call: Present: Ballard, Bresette, Correll, Fishel, Karjalainen Munoz, Rosczyk. The pledge of allegiance was recited.

**Public Comments:** If anyone needs tickets for the wine tasting they are available.

**Approval of Agenda:** Motion by Bresette, 2<sup>nd</sup> by Rosczyk to approve the agenda as amended. Motion approved.

**Approval of Minutes:** Motion by Bresette, 2<sup>nd</sup> by Correll to approve the minutes of the Jan. 8, 2016 regular meeting of the Board as amended. Motion approved.

**Friends Report:** Wine tasting plans are going forward. It will be on February 14, 2016. The Friends are sponsoring a folk group at the Library in February.

**Secretary's Report:** None.

**Correspondence:** None.

**Treasurer's Report:** The treasurer's report was reviewed. The Library has received a total of \$30,000 in grant money from the Kraus and Fink Foundations. These will go to the Building Fund. Motion to receive and file by Rosczyk, 2<sup>nd</sup> by Bresette. Motion approved.

**Approval of Bills:** Motion to approve payment of bills by Correll, 2<sup>nd</sup> by Bresette. Motion approved by roll call vote.

**Committee Reports:** The Policy Committee met on June 19 to review the Library Policies. The Budget Committee will be meeting to review the budget.

**Director's Report:** Motion by Munoz, 2<sup>nd</sup> by Bresette to approve and file the Director's Report. Motion approved.

### Old Business:

1. Credit Card Policy. A new policy regarding a library credit card was presented to the Board. Motion by Rosczyk, 2<sup>nd</sup> by Bresette to approve the policy as presented. Motion approved.
2. Emergency Closing Policy. The Policy Committee presented a proposed new policy regarding closing the library during power outages. Discussion was held regarding how long the library should remain open after power was out. With no book check outs, no computers and no copies the suggested 30 minutes seemed long enough. A compromise of remaining open 45 minutes after a power outage and at the discretion of the director to close was suggested. Motion by Ballard, 2<sup>nd</sup> by Munoz to accept the original recommendation of the Policy Committee. Motion approved with 1 opposed.
3. Strategic Planning. Director Adams has been in touch with a Library Strategic Planner. The cost would be \$5,000 to have a recommendation from the Planner for the future of the library. The board requested to meet with the proposed planner and review her proposal.
4. Lyon Branch Hours. Motion by Bresette, 2<sup>nd</sup> by Correll that the Lyon Branch change to a year round 10:00-3:30 hours, Monday through Friday. Motion approved with 1 opposed.

## **New Business:**

1. Violent Incident Policy/Equipment. Director Adams met with the Roscommon County Sheriff and got recommendations for actions in the event of a Violent Incident at the Library. Several suggestions were made to help in securing the library. This matter is tabled for the next meeting. Director Adams was directed to get quotes of costs for an emergency button and cameras, and to contact the insurance company.
2. Wage Schedule Policy Update. A proposed pay scale for the staff was presented. Motion by Rosczyk, 2<sup>nd</sup> by Munoz to adopt the pay scale as recommended to begin with the next full pay period which starts on February 14, 2016. Motion approved by roll call vote.
3. MLA Organizational Member. Director Adams requested that the Board approve a membership in The Michigan Library Association which has a current voice with the legislators. The cost is \$550.00 per year for dues and subscription fees. This is tabled for the next meeting. Director Adams is to get more information.
4. Custodial Equipment. Director Adams spoke with the custodians regarding upgrading equipment. A new vacuum cleaner is needed. A professional should be hired to clean the outside windows on the library. The board agreed to purchase a new vacuum at the custodians' recommendation.
5. AuSableTownship. Currently AuSable Township has no contract with a library. There are 281 people in the township. If we arrange a contract with them, we would be eligible for their penal fines. The Board directed Director Adams to come back in March with a written proposal.
6. Shelves at Lyon. Discussion was held regarding a long term plan for enlarging the Lyon Branch Library. Shelves need to be replaced as soon as possible as they are a safety hazard. CMU has some shelves available that Director Adams will try to get at no cost or minimal cost. Motion by Munoz, 2<sup>nd</sup> by Rosczyk to approve up to \$1,500.00 to replace some of the shelving at the Lyon Branch. Motion approved by roll call vote.

Other Matters that May Come Legally Before the Board: None

Public Comments: None.

Next meeting will be the March 4, 2016 at 10:00 am.

Motion by Bresette, 2<sup>nd</sup> by Munoz to adjourn the regular meeting at 11:35 am. Motion approved.

Respectfully submitted,

Ann Jordan