

Spring Lake District Library Board Minutes
August 22, 2018

Present: Joan Boand, Tom Cousineau, Mary Eagin, Jane King, Margaret Shay, Peter Sherwood.

Absent: Steve Nauta.

Also present: Claire Sheridan, Library Director.

The meeting was called to order at 10:04am by Mary Eagin.

Motion by Joan Boand, support by Jane King, to approve the agenda with the addition of 8j MERS conference representatives and 8k consider fee waivers for youth and for replacement library cards. The motion was approved.

There was no public comment.

Motion by Tom Cousineau, support by Joan Boand, to approve the minutes of the June 15, 2018 regular meeting and the July 19, 2018 special meeting as presented, and to accept the minutes from the Finance Committee meeting of August 16, 2018 and the Personnel Committee meeting of August 17, 2018. The motion was approved.

Peter Sherwood presented the financial report. Motion by Jane King, support by Joan Boand, to accept the financial report and approve the payment of bills. The motion was approved.

Information was provided on the siding repair project.

Motion by Joan Boand, support by Tom Cousineau, to approve the low bid from High Point for lighting upgrades, including the parking lot fixtures. The motion was approved.

Motion by Tom Cousineau, support by Joan Boand, to approve the employee manual changes as revised. The motion was approved.

Motion by Peter Sherwood, support by Margaret Shay, to adopt the Personnel Committee wage recommendations as presented. The motion was approved.

Information was provided on the 2018 millage rate, 2019 budget and the Spring Lake Township M104 Corridor Improvement Authority.

Motion by Margaret Shay, support by Jane King, to approve replacement switches for the server room. The motion was approved.

Motion by Peter Sherwood, support by Joan Boand, to approve the contract with Bradbury Miller Associates as presented. The motion was approved.

Motion by Joan Boand, support by Peter Sherwood, to approve the library director job description as presented. The motion was approved.

Motion by Margaret Shay, support by Joan Boand, to approve the library director evaluation tool as presented. The motion was approved.

Mary Eagin, Joan Boand and Peter Sherwood were appointed to act as the library director search committee.

Motion by Peter Sherwood, support by Jane King, to approve the insurance renewal package with the recommended additions as presented. The motion was approved.

Motion by Tom Cousineau, support by Joan Board, to appoint the MERS representatives as presented. The motion was approved.

Motion by Tom Cousineau, support by Peter Sherwood, to waive the \$2 replacement library card fee for all library cardholders during September for Library Card Sign-up Month and to waive library fines (up to \$10) for youth under age 18 during the month of September. The motion was approved.

Motion by Joan Board, support by Jane King, to adjourn the meeting at 11:28am. The motion was approved.

Respectfully submitted,

Margaret Shay
Secretary