

## Spring Lake District Library Board Minutes

August 16, 2019

Present: Peter Sherwood, Joan Board, Mary Eagin, Christine Burns, Gordon Gallagher, John Nash, Mark Powers

Also present: Maggie McKeithan, Library Director.

The meeting was called to order at 10:03 a.m. by President, Peter Sherwood.

Motion to Approve the agenda made by Chris Burns, and supported by Joan Board. The motion was approved.

Motion by Chris Burns, and supported by Joan Board, to approve the minutes of the May 17, 2019 and June 21, 2019 regular meetings. The motion was approved.

Peter Sherwood noted that there was not a quorum at the June Meeting and hence no actions could be taken on agenda items. He reminded Board members of the need to communicate with Maggie if they knew that they could not attend a meeting. Mark Powers asked about allowing members to participate by phone if they were not in town. Maggie will research how other libraries handle this situation.

Motion by Joan Board and supported by John Nash, to accept the financial reports from May, June, and July 2019. Motion was approved.

Motion by Joan Board and supported by Gordon Gallagher to approve the payment of bills. The motion was approved.

Maggie presented a written report, with the following additional comments:

- Maggie met with Shirley Buursema about beginning work on the Millage vote next year. We will need to have a millage committee of 6 – 8 people who will begin meeting in January in preparation for an August millage vote.
- September is Library Card month and SLDL will be partnering with Loutit Library to get more businesses involved. Patrons can show their library cards to establishments in SL and GH to receive discounts and gifts.
- SLDL will be adding a Board Game Collection for patrons to borrow
- Tuesday, October 29<sup>th</sup> the Lakeland Library Cooperative will be changing the software to a cloud-based storage and on that date the library staff will not have computer access to any of the catalogs – hence not able to check out, check in, or reserve books. Maggie asked that the library be allowed to be closed on that date and use the day for a full staff meeting/training session.

Motion by John Nash and supported by Chris Burns to close the library on October 29, 2019. Motion was approved.

- Maggie noted that in July we had a roof leak that required buckets to contain. The roofing company was called. They could not find any obvious cause. The next week's rains did not produce any leaks. Maggie will have Crum Consulting come out and look at the roof and determine if any further work needs to be done.
- Maggie has been accepted to participate in the Chamber Leadership Connect Program which begins in September.

Motion by Chris Burns and supported by Joan Board to approve the renewal of the Property Insurance. Motion approved.

Motion by Chris Burns and supported by Joan Board to approve the Patron Code of Conduct which will replace the old Patron Rules and Responsibilities – Service Policy 400. Motion was approved.

Motion by Gordon Gallagher and supported by Chris Burns to approve the amendments to the Unattended Conveyances Policy – Service Policy 415. Motion was approved.

Motion by Gordon Gallagher and supported by Chris Burns to waive the \$2 replacement fee for library cards during September. Motion was approved.

Motion by Chris Burns and supported by Joan Board to approve the revisions to the Credit Card Processing & Security Policy. Motion was approved. A new credit card system has been installed which necessitated these policy changes.

Motion by Joan Board and supported by Gordon Gallagher to approve the revisions to the Emergency Weather Policy – Service Policy 420. Motion approved.

Motion by Joan Board and supported by Gordon Gallagher to adjourn the meeting. The motion was approved. The meeting was adjourned at 11:17 a.m.

It was noted that the next meeting will be held on MONDAY, September 16 at 4 p.m. with the Public Hearing at 5 p.m. for the purpose of approving the budget for 2020 and approving the tax levy.

Respectfully submitted,

Mary Eagin, Secretary