

**Spring Lake District Library Board Minutes**  
October 23, 2019

Present: Peter Sherwood, Joan Boand, Mary Eagin, Gordon Gallagher, John Nash, Mark Powers

Absent: Christine Burns

Also present: Maggie McKeithan, Library Director.

The meeting was called to order at 10:05 a.m. by President, Peter Sherwood.

Motion to approve the agenda made by Mark Powers, and supported by Joan Boand. The motion was approved.

Motion by Joan Boand, and supported by John Nash, to approve the minutes of the September 19, 2019 and accept the Personnel Committee Minutes from 10-11-2019 and 10-15-2019. The motion was approved.

Motion by Gordon Gallagher and supported by Joan Boand, to accept the financial reports from September 2019 and approved the payment of bills. Motion was approved.

Director's Report - Maggie presented a written report of her work the previous month.

Motion by Gordon Gallagher and supported by Joan Boand to approve a Fine Amnesty Week November 3 - 9. All patrons with fines can bring an item to be donated to the People Center in Spring Lake. Each item donated will waive \$2 from the patron's fines. Motion Approved.

There was no Old Business on the agenda. Peter noted that the Millage Committee work will be on the November agenda. It was suggested that we need not only names of people who we would recommend serve on the committee, but also the expectations/responsibilities of committee members.

New Business:

Motion by Gordon Gallagher and supported by John Nash to approve the recommended changes to the Circulation Policy 206. Motion approved.

Maggie presented a draft policy for administration of Narcan. She noted that there will be virtually no cost to the library to administer it as the Narcan can be acquired by a library at no cost and she has Narcan Training for the staff, at no cost, next week during the all-day staff training day. The only clarifications to the draft policy were that only trained staff will be allowed to administer it. Mark Powers also recommended that the wording include "may" rather than "shall". The consensus was that Maggie should move forward with having our attorney create a similar policy for SLDL.

Motion by Joan Boand and supported by Gordon Gallagher to approve the purchase of new computer equipment, as presented. Motion was approved.

Motion by Gordon Gallagher and supported by Joan Boand to contract with FastForward Libraries to facilitate a Strategic Plan for SLDL. A roll call vote was requested: Mary Eagin – YES, Gordon Gallagher – YES, John Nash – NO, Mark Powers – YES, Joan Boand – YES, Peter Sherwood – YES. Motion was approved.

Motion by Gordon Gallagher and supported by John Nash to change the Employee Health Insurance provided by SLDL to the Priority Health \$250 100% Platinum PPO for 2020. A roll call vote was requested.

Mary Eagin – YES, Gordon Gallagher – YES, John Nash – YES, Mark Powers – YES, Joan Board – YES, Peter Sherwood – YES. Motion was approved.

A request was made to explore other options prior to next year's renewal.

Maggie presented information on the need for a new Business Manager position. In recent weeks, Maggie has held discussion on possible collaboration for the position with the Loutit Library, but that offer was taken off the table by Loutit. Maggie presented a job description for a SLDL Business Manager. Motion by Mary Eagin and supported by Joan Board to approve the job description and authorize Maggie to proceed with hiring a Business Manager. Motion was approved.

Motion by Joan Board and supported by Mark Powers to adjourn the meeting at 12:05 p.m. Motion was approved.

Respectfully submitted,

Mary Eagin, Secretary