

**Maud Preston Palenske Memorial Library
Meeting of the Board of Trustees
February 28, 2017**

President, Ren Baldwin, called the meeting to order at 6:07 pm. Other board members present were William (Rick) Ast Mimi Elwell, Liz Darato, William Engelin, Stephanie Mack, Patrice Rose and Stephanie Masin.

Also Present: Administrative Assistant Marsha Ammeson, Assistant Director Paula Stakley and Friends of the Library Jen Antonsin and Curtis Osmand

Absent: Diana Flora and James Kodis

Announcements: None

Public Comment: None

Friends of the Library: Ginny Antonsin reported the Friends of the Library have a newly elected Slate of Offices as follows: Dot Allen, President; Ginny Antonsin, Vice President; Sally Gregory, Secretary; Deb Buringame, Treasurer. The Book Sale will be 2 April 27-29, 2017.

Minutes: It was moved by Ast, seconded by Rose to approve the minutes of January, 2017 board meeting with corrections to the spelling of names and Mack was appointed as Secretary. Motion carried.

Treasurer's Report: Board members reviewed the bills for January 2017. It was moved by Engelin seconded by Ast to approve the bills of January 2017. Motion carried.

Financial Report:

Engelin noted that some line items in the Revenue/Expenditures Report for Account 271 were at or near 100%. Masin reviewed each of the line items and reported that some revenue/expenditure accounts are funded or billed periodically e.a. annually, semi annually or quarterly, and will not show any activity after that.

Statistical Report:

Masin reviewed the Overview of Library Attendance 2011-2016 Report to show the impact of the states decision to discontinue the Michi Card system in 2013, relative to attendance and costs. The library was able to serve many more out of district reciprocal borrowers prior to the change. With the new Reciprocal borrowing agreements, residents in service areas that don't financially support their local libraries or where the local library has opted out of the agreement, can no longer utilize services from the St. Joseph Public Library.

Director's Report: Masin reported on the Lego Build Your Way Around Town Activities for the month. The library will also have a display case featuring builds. She reviewed that status of the city budgeting process and her research on how other libraries handle billing. She will continue to update the board on this. Statistically speaking she reported users are checking out more items per person and internet usage has remained stable. The transition to the hosted solution for catalog management and the implementation of the Unique Management system are now complete. Stephanie reported the alley door installation will be completed when all parts have arrived in March.

Old Business: The Board reviewed the 2 options for a phone system, ADS our current system and Millenia the system the City has gone with. There was a significant cost savings with the Millenia system. The Millenia system will also offer fiber optics.

A motion was made to approve going with the Millennia system which has been adopted by the city. Motion carried.

The board would also like to have some dedicated POTS lines.

New Business:

Board Members have been invited to attend a Trustee Training at the Benton Harbor Public Library on Saturday March 25 9-12:00.

Board Comments:None

Strategic Planning:

Ren reported that 2 community individuals agreed to serve on the Strategic Planning Committee. The Board committee will continue to seek other candidates.

There will be a Community Engagement Session on April 25, 2017, sponsored by the City of St. Joseph. This is the same night of a regularly scheduled Library Board Meeting. A discussion ensued relative to options for rescheduling the board meeting, sending a subcommittee to attend the Community Engagement Session or attending the session and scheduling a quick Board meeting following the community engagement session, Stephanie will report back to the Board on room availability etc.

Fundraising:

None

Adjournment: It was moved by Mack and seconded by Ast to adjourn the meeting at 7:24. Motion carried.

Respectfully submitted,

Stephanie Mack , Secretary

Stephanie Mack