

**Maud Preston Palenske Memorial Library
Meeting of the Board of Trustees
January 24, 2017**

President, Ren Baldwin, called the meeting to order at 6:00 pm. Other board members present were William (Rick) Ast, Liz Darato, Mimi Elwell, William Engeln, Stephanie Mack, Patrice Rose and Stephanie Masin.

Also Present: Administrative Assistant Marsha Ammeson and Assistant Director Paula Stakley

Absent: Diana Flora, James Kodis

Announcements: None

Public Comment: None

Friends of the Library: None

Minutes: It was moved by Ellwel, seconded by As to approve the minutes of November 22, 2016 board meeting. Motion carried.

Treasurer's Report: Board members reviewed the bills for November and December 2016. It was moved by Engeln seconded by Darato to approve the bills of November and December 2016. Motion carried.

Engeln reported on a meeting that he and Mason had with the new Financial Officer for the City of St. Joseph to review budget, procedures and the Endowment fund. More information on the Endowment Fund will be forthcoming. She was invited to attend a library Board Meeting,

Financial Report: Masin reviewed the City of St. Josephs proposed new billing process and expressed concerns that the library will incur unnecessary late fees. She has expressed those concerns to the new Financial Officer and is awaiting her response. She also reported that penal fines continue to decline.

Statistical Report: Masin reported that attendance at programs has she an increase due to which she attributes to several programs being offered (Devil In the White City, Calvin College January Series, Etc.).

Director's Report: Masin reviewed the City of St. Joseph's bid for a new phone system and a proposal from our current provider ACD.

President Comments: Ren reported that the Strategic Planning Committee will be made up of community members from the Cit of St Joseph and St. Joseph Township. The Board will have a Strategic Planning Subcommittee whose purpose will be to 1) Identify community members to serve on the Strategic Planning Committee; 2) Develop a questionnaire; and, 3) Interview potential community members. Rick Ast from the City of St. Joseph and Liz Darato from St. Joseph Township will serve on the Strategic Planning Subcommittee. Absent Board members will be given an opportunity to serve.

Old Business: Masin reported the alley door has been ordered. The anticipated date for installation will be in February or March.

New Business: Mimi Elwell nominated Stephanie Mack to serve in the open Treasurer position. There were no other nominations. Liz Darato seconded. Motion carried.

Board Comments:

Fundraising: Masin reported that the list for the Annual Appeal was reduced but the percentage of donations has gone up.

Adjournment: It was moved by Elwell and seconded by Darato to adjourn the meeting at 7:30. Motion carried.
Next Board Meeting February 28, 2017.

Respectfully submitted,

Stephanie Mack, Secretary

Stephanie Mack