

Maud Preston Palenske Memorial Library
Meeting of the Board of Trustees
July 26, 2016

President, Ren Baldwin, called the meeting to order at 6:28 pm. Other board members present were William Engeln, Mimi Elwell, Liz Darato, Diana Flora, William (Rick) Ast, Jim Kodis, Stephanie Mack and Stephanie Masin.

Also Present: Administrative Assistant Marsha Ammeson, Assistant Director Paula Stakley, Rebecca Sanford and Ellie Sanford.

Absent: Robyn Neumann

Announcements: None

Public Comment: None

Friends of the Library: None

Minutes: It was moved by Elwell, seconded by Mack to approve the minutes of June 28, 2016 board meeting, with correction: Minutes from June need to reflect that the Board voted to order a plaque recognizing past Board Presidents. Motion carried

Treasurer's Report: Board members reviewed the bills for June 2016. Baldwin noted the expenses were higher than a typical month, Masin noted that this was due to "SRP" special events cost of \$2500. It was moved by Baldwin seconded by Flora to approve the bills of June 2016. Motion carried.

Financial Report: Baldwin asked that the Financial Report be added to the monthly agenda.

Statistical Report: Mango and Ancestry stats are now included in the monthly report. Jim noted that Young Adult stats are down, the board discussed the reasons and possible solutions to increase these stats. Ellie Sanford, SJ High School student had many good observations and good suggestions when asked by the Board for her comments as a teen reader.

Director's Report:

July 30th marks the end of another successful "SRP" season, thanks to our generous sponsor donors and patrons seem to be very appreciative of our programs. Masin will meet with John Matuszak from the Herald Pallidum to get the word out about the upcoming Township millage.

New Business: It was moved by Kodis, seconded by Elwell to approve payment of \$1329.39 from the Capital Fund for the Felland Auditorium sign. Ast thanked the staff for providing water at the Policemen's Memorial Service. The Board asked that at the next Board meeting more information and pricing options be provided about the potential hosted solution for the Red Arrow Shared Catalog. The library is preparing for its Strategic Planning process to begin. Baldwin will be on the Strategic Planning Subcommittee. Board members were asked to send the names of 3-5 community leaders to Baldwin or Masin so they can be invited to be a part of the planning process. The Board approved giving coupons for used books and providing bookmarks to SJ Today for Chalk the Block Artist Appreciation Bags.

Old Business: Unique Management-Masin reported that other libraries seem to have good feedback concerning Unique Management. The Board requested more information before making a discussion to use them. The Open House date has been set for Thursday, August 25, 2016 at 4:30 – 6:30. Light refreshments will be served, tours will be available, evening will conclude with Music in the Garden at 6:30.

Board Comments: Baldwin asked if it was possible to receive the monthly reports earlier in the week. Masin said that we would do our best but, some reports are not available to us earlier. Kodis noted it would be helpful for new Board members to have a list of restricted funds; Baldwin agreed. When the new City Finance Director is hired we will work on getting clarification of those funds.

Fundraising: None

Adjournment: It was moved by Kodis, seconded by Elwell to adjourn the meeting at 8:13 pm. Motion carried.

Respectfully submitted,

Diana Flora

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