

WHITEFISH TOWNSHIP COMMUNITY LIBRARY

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Jody Halsey, Director/Librarian

BOARD OF TRUSTEES MEETING: February 27, 2018

MINUTES FROM: February 27, 2018

CALL TO ORDER: 4:18 PM

ROLL CALL- PRESENT: Erickson, Griebel, Smith, Hasley, Bulmer, Bender

ABSENT: Bicknell, Erickson

ADDITIONS TO AGENDA: Jody requested to add this: Patron account 27200000021811 wanting to expunge their fines

VISITORS: None

PUBLIC COMMENT: None

APPROVAL OF MINUTES: Motion by Smith, second by Bender, to accept the minutes as read. Motion carried.

ACTION ON BILLS: Motion by Bulmer, second by Griebel, to accept the bills as presented. Motion carried.

FINANCIAL OFFICER'S REPORT: Bulmer reported she went through the bills and everything matched up. Jody is going to send the budget over to Wanda. Cindy said we enter the check numbers in the book keeping account, but Wanda doesn't send them- only sends payroll. What Wanda sends over never matches what we have in our records. Jody did get the login for the online Soo Visa account; the credit limit was also raised. There is a \$400 discrepancy with the Soo Visa and there is a late fee because the payment was late. We need to go back into the account with Wanda to see where the \$400 came from. Karen said she would work with Jody to address the problem. Newberry News send another invoice (this was paid a few months ago)- Jody will talk to Wanda about this tomorrow at their meeting.

COMMUNICATIONS: Halsey is sending Ron Swenson a thank you card, as he donates money, books, and movies on a regular basis. Also, we received four books from Ready to Read.

OLD BUSINESS:

1. Electric Sign: Tabled; Bulmer said we are still trying to figure out where to put the sign.
2. Board Members Fines: Halsey wrote a policy for the board members that outlined board members will be subject to fines like any other member. Waiting to vote on this- tabled.

NEW BUSINESS:

1. Student Account 27200000021811: The books were lost in a house fire and the books have already been replaced. The fine is \$42 right now. Bender motioned to waive the fees for the patron; Griebel second. Motion carried.

LIBRARIAN'S REPORT:

1. Halsey met with Laurie and Rick Bicknell, as well as Kelly Conway about a book walk. We would split the cost with Music on the Bay. There would be musically themed prizes, such as musical instruments, like flutes and jingle sticks. It would start at the library and then have participants go to different businesses in the area. Jody will be using A Little Critters book and cutting out the pages to take to the businesses.
2. Movie Night on March 21st at 7 PM. The movie will be The Commitments.
3. The quilling class only has 2 people signed up so Halsey will talk to John Mullers to see if we can hold the classes on Saturdays instead of Wednesdays.
4. Halsey spoke to the cleaning lady and let her know about the recycling. She is going to write out a task list for her.
5. There is an employee that is playing games on the computer and not completing tasks. Jody has spoken to her several times about this. She is on her third strike- Jody will be talking to her again about her performance at the library.

ADJOURNMENT: Motion by Smith, second by Bulmer, meeting was adjourned at 5:06 PM.