

WHITEFISH TOWNSHIP COMMUNITY LIBRARY

7247 N. M-123, P.O. Box 197
Paradise, MI 49768
(906)492-3500 Fax: (906)492-3504
Jody Halsey, Director/ Librarian

BOARD OF TRUSTEES MEETING: 02-Oct-2018

MINUTES FROM: 04-Sep-2018

CALL TO ORDER: 4:24 pm

ROLL CALL:

PRESENT: Bender, Bulmer, Griebel, Halsey

ABSENT: Bicknell, Erickson, Smith

ADDITIONS TO AGENDA:

1. Discussion on Jody bringing her daughter to work
2. Board member elections

VISITORS: None

PUBLIC COMMENT: None

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

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

- Discussion regarding the ordering of additional keys (#11-15) by Halsey following the installation of the new locks. Two of these have been assigned to date so there are 3 still available if needed.

FINANCIAL OFFICER'S REPORT: Bulmer to report at the next meeting.

COMMUNICATIONS:

1. Colleen Mullen retired – Diane Pederson is taking over her duties.
2. Bulmer will purchase a plant/flowers for Tanya Moore and Halsey will get a card to go with it. Contributions are welcome.

OLD BUSINESS:

1. **Electronic Sign:** Halsey received a revised quote of \$15,123 from Cook Sign Services following their on-site assessment of the current sign frame and location. Motion by Bender, second by Bulmer, to approve the quote as presented. Motion carried. Halsey to sign & fax the approval to Cook.
2. **FOIA Policy:** Grammar changes made by Halsey and reviewed in the meeting. Motion by Griebel, second by Bulmer, to accept the policy as corrected. Motion carried. Updated copy provided as an attachment with the meeting minutes.
3. **Evaluations:** Bulmer presented the compiled evaluation form for the Director position for review. Minor grammatical changes recommended. Bulmer to retype and present to Halsey for signature by/at the next meeting.

NEW BUSINESS:

1. Halsey is scheduled to work Wednesday evening, September 5, from 4-8 pm, but cannot find someone to watch her daughter. Discussion regarding whether to allow this or, as an alternative, to close the library early. It was decided that the library should be open based on the public need, and there is no issue with Halsey bringing her daughter to work.

UPDATE: Halsey was able to find childcare so this is no longer a concern.

- 2. **Board Member Elections:** According to Wanda Knox/Township Clerk, there is a form that needs to be included for write-ins for library board members for the November election. Bulmer will attempt to connect again with her to clarify the requirements.*

LIBRARIAN'S REPORT:

- 1. Steve Hamilton appearance and book signing was well-received with ~110 attendees. For future reference, the WTCC will be considered for events anticipating larger crowds.*
- 2. August numbers were not available yet for digital checkout information due to the Labor Day holiday. Numbers are included as an attachment with the meeting minutes.*

ADJOURNMENT: Motion by Bender, second by Bulmer, to adjourn at 5:17 pm.