

WHITEFISH TOWNSHIP COMMUNITY LIBRARY

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Jody Halsey, Director/ Librarian

BOARD OF TRUSTEES MEETING: April 2, 2019

MINUTES FROM: March 5, 2019

CALL TO ORDER: 4:15 pm

ROLL CALL: PRESENT: Bender, Bulmer, Erickson, Griebel, Halsey

ABSENT: Bicknell, Smith

ADDITIONS TO AGENDA: Two items proposed by Halsey to be added to New Business: Item 1 – Amazon/VISA account, Item 2 – Small & Rural Library Conference

VISITORS: None

PUBLIC COMMENT: None

APPROVAL OF MINUTES: Motion by Bender, second by Bulmer, to accept minutes with one verbiage correction (“discretion” in place of “digression”). Motion carried.

FINANCIAL OFFICER’S REPORT /ACTION ON BILLS: Motion by Bulmer, second by Erickson, to accept bills as presented. Motion carried.

COMMUNICATIONS: Discussion regarding content and updates to the Library’s webpage. Halsey to investigate the option of having the Co-op manage the website.

OLD BUSINESS:

1. **Carpet Cleaning:** Halsey contacted additional businesses in Manistique (2), Newberry (1), and St. Ignace (1) to provide quotes; none have responded yet. No update from Vibra Steam on the pricing for the chairs. Halsey to email any updates prior to the April Board meeting so we can make a decision at that time.

NEW BUSINESS:

1. **Evaluations:**
 - a. Halsey to perform evaluations for the staff before the next Board meeting and will present proposed raises at that time.
 - b. Bulmer to investigate a simpler evaluation form for the Director position
2. **Amazon/Visa account:** Halsey discovered that a Kindle Fire device had been linked to the Library’s Amazon account and contacted Amazon to get charges refunded for games that had been purchased. Halsey still investigating how this happened; however the account password has been changed to prevent future charges.
3. **Small & Rural Library Conference:** Reviewed information provided by Halsey regarding the conference. Motion by Erickson, second by Griebel to have Halsey and one additional board member attend the conference with charges not to exceed \$400. Motion carried.

LIBRARIAN’S REPORT:

1. “Touch the Brightest Star” - Five books have been provided as part of Reading Month. The Library will keep one and give the other four as prizes.
2. Classic movie night is scheduled for March 20. Film is “Cat Ballou”. April’s movie is “Meet Me in St. Louis”.
3. Beginner Quilling class is Tuesday March 5 – April 2 at 6 pm. Advanced Quilling class will follow April 9 – May 8.
4. February statistics from OverDrive: 44 eBooks, 34 audiobooks, 16 different patrons, no new patrons registered.

ADJOURNMENT: Motion by Erickson, second by Griebel, to adjourn at 4:58 pm.

