



LIBRARY BOARD OF TRUSTEES
MEETING AGENDA
Meetings: 4th Monday of the month

Elizabeth Keller, Chair
Neil Hivala, Vice-Chair
Priscilla Green, Trustee
Janice Hallett, Trustee
Patricia Baribeau, Council Liaison
Carolyn Stacey, Library Director

City Hall 400 Ludington, Rm. 101 - Escanaba, MI 49829

Library Board of Trustees
May 23, 2016 - 5:00 p.m.

CALL TO ORDER
ROLL CALL
PUBLIC COMMENT
APPROVAL/CORRECTION(S) TO MINUTES
APPROVAL/ADJUSTMENTS TO THE AGENDA

DIRECTOR'S REPORT

The director updates the Board on monthly use measures, financials, administration projects, library services and activities.

CORRESPONDENCE

UNFINISHED BUSINESS

NEW BUSINESS

ANNOUNCEMENTS

ADJOURNMENT

The City of Escanaba will provide all necessary, reasonable aids and services, such as signers for the hearing impaired and audiotapes of printed materials being considered at the meeting to individuals with disabilities at the meeting/hearing upon five days notice to the City of Escanaba. Individuals with disabilities requiring auxiliary aids or services should contact the City of Escanaba by writing or calling at (906) 786-9402.

Respectfully Submitted,

Carolyn Stacey, Library Director

**CITY OF ESCANABA
LIBRARY BOARD OF TRUSTEES
DRAFT MINUTES
APRIL 25, 2016**

A meeting of the Escanaba Public Library Board of Trustees was held April 25, 2016 at 5:00 p.m. in Room C102 of the Escanaba City Hall/Library Complex, Escanaba, MI 49829.

PRESENT: Elizabeth Keller, Priscilla Green, Janice Hallett, Patricia Baribeau, Carolyn Stacey, Library Director.

ABSENT: Neil Hivala

ALSO PRESENT:

PUBLIC COMMENT: None

APPROVAL/CORRECTIONS(S) TO MINUTES: Minutes of February 22, 2016 meeting were approved as written.

APPROVAL/ADJUSTMENTS TO THE AGENDA: The agenda was accepted with the additional item of "Staff Development Day" under New Business at the request of the director.

DIRECTOR'S REPORT

Administration:

- The wallpaper removal and painting project is complete.
- New shelves have been received and installed and will extend fiction and audiobook capacity.
- Budget hearings for FY 2016-17 have concluded. No changes were proposed to library budget.

Library Programs / Services

- Planning is underway for the Children's / Teen Summer Reading Program. This year's theme is *On your Marks, Get Set, Read*. The library is partnering with the YMCA, among other organizations, to offer programs and incentives related to this fitness theme.
- Library children's staff presented information to over 280 kids/parents at the Family Fun Fest at the Delta Plaza on April 16th
- AARP tax assistance sessions have concluded for 2016. 210 seniors and low-income adults received free tax preparation.

Events for Adults

Monday, April 11, 6:30 p.m. Great Michigan Read event--Delta County's Preparedness for a Pandemic

Wednesday, April 13, 6:30 p.m. Great Michigan Read event--Community Book Discussion of *Station Eleven*, by Emily St. John Mandel. Live Q & A with the author via Skype

Thursday, April 14, 6:30 p.m. Great Michigan Read event--Food of the Apocalypse with the Great Foodini.

Tuesday, April 19, 6:30 p.m. Great Michigan Read event--Players de Noc actors perform scenes from Shakespeare. Held at the Bonifas Art Center

Wednesday, April 20, 7:00 p.m. Delta County Historical Society-Winter Lecture Series.

Friday, April 22nd, 3:00 p.m. EHS Teen Book Club

Wednesday, April 27, 6:30 p.m. Family Fun Night with the ISD

Wednesday, April 27, 6:30 p.m. Money Smart Week Event--Your Financial Reality. Presented by the U.P. State Credit Union and Peninsula Federal Credit Union.

Tuesday, May 3, 6:30 p.m. Author Talk with NMU author Rachel May who will discuss her new novel, *The Benedictions*.

Children's Calendar

Steam Team--3:00 p.m. on Tuesday, For students grades 4-6. Hands-on after-school activities focusing on Science, Technology, Engineering, Arts and Math. Program dates are March 22, April 12, April 26, May 10 and May 24. Call 906-789-7328 for more information.

Storyhour @ 1:30 p.m. on Saturday. For ages 4 and older.

Program dates: Storyhour is held every Saturday during the 2015-2016 school year.

Toddler Time @ 10:30 a.m. on Wednesday. For ages 2-4 years old.

Program dates: March 9, 16, 23 and April 6, 13 and 20.

Library Babies at 10:30 on Friday. For ages 6 months - 23 months.

Program dates: March 18 and April 8, 15, 22 and 29.

UNFINISHED BUSINESS:

A) Library Hours

The Board reviewed results of the current survey on open hours and discussed the practice of closing the library on Saturdays in summer. Standard practice for many years has been to close on summer Saturdays; however, there has not been a corresponding reduction in staff hours or operating costs. It does not save money to close the library and would not cost to keep it open. It was noted that no other Class IV or Class V library in Michigan closes on Saturdays in summer (Escanaba is class IV). Staff concerns were discussed as well as any potential issues that may arise with staying open. P. Green made a motion that the board support a recommendation that the library remain open to the public on Saturdays year-round, seconded by J. Hallett/Unanimous.

B) Library Strategic Plan 2014-2019

The strategic plan continues to be a working document for library administration. Current priorities from the plan are the development of a comprehensive marketing plan, improving public access to library services by increasing open hours.

C) Harwood Institute for Public Innovation

Report on training sessions and follow-up plan

NEW BUSINESS:

A) Staff Development Day

Library administration briefed the board on plans for a staff development day on Friday, May 20. This in-service would include facilitated sessions on customer service and digital resources and allow staff to complete a shift of the collection. J. Hallett made a motion to close the library on Friday, May 20 for staff development, seconded by P. Green / Unanimous.

ANNOUNCEMENTS: None

ADJOURNMENT: 6:02 p.m. on consensus

Respectfully Submitted,

Approved

Carolyn Stacey, Library Director

Elizabeth Keller, Chair

**Director's report
Escanaba Public Library
Board of Trustees – Regular Meeting
May 23, 2016**

Use Measure	April 15	April 16
<i>Checkouts – Physical</i>	8466	7532
<i>Checkouts – Digital</i>	567	665
<i>Holds Activity</i>	927	891
<i>New Patrons Registered</i>	68	83
<i>Network Use</i>	2181	1227
<i>Fines & Fees Paid</i>	\$918.47	\$1075.79
<i>Average Daily Visits</i>	282	302
<i>Adult Program Attendance</i>	8	160
<i>Children's Program Attendance</i>	501	556

Financials:

A comparison report has been provided for the library budget and the Bezold fund. All lines are current through April.

Administration:

- A request for proposal has been issued for upgrading the internal data wiring in the library. The project would be dependent on successful application for the Universal Service Fund (USF). The RFP is available through the library's web site and is open until May 24th.
- The library will select artwork from the Bonifas Member Show on May 19 to feature in the library/city hall during the summer months.
- Saturday hours will continue through the summer, with the exception of holiday weekends (Memorial Day and July 4).

Meetings Attended:

Merit Annual Meeting – Bay College, 4/26
 Friends Annual Meeting 5/10
 Friends Publicity Committee Meetings 4/25, 5/23
 AAUW Annual Meeting – STEAM Presentation 5/11
 Webinar: Future-Proofing Your Library, 5/11
 Senior Networking Meeting – Escanaba Senior Center 5/18
 Library Staff Development Day, 5/20

Library Programs / Services

- The library has accepted a donation of nautical charts featuring national and international waterways. Volunteers will assist in cataloging and processing the charts with the goal of making them available to the public this summer.
- The library will host Michigan Notable Author Terry Wooten on Thursday, May 26th at 6:30 p.m.
- The Friends of the Library Annual Ice Cream Social and Book Sale is scheduled for Wednesday, Jun 15th at 6:30 p.m.
- Altered Book Art Classes are scheduled for Tuesdays in July. An Artist's/Writer's Talk is schedule for August 11th and a regional author fair is planned for August 18th.