

**CITY OF ESCANABA  
LIBRARY BOARD OF TRUSTEES  
MINUTES**

February 26, 2018

A meeting of the Escanaba Public Library Board of Trustees was held February 26, 2018 at 5:00 p.m. in Room C102 of the Escanaba City Hall/Library Complex, Escanaba, MI 49829.

**PRESENT:** Elizabeth Keller, Janice Hallett, Neil Hivala, Kathy Mason, Tammy Wiles, Peggy O'Connell Schumann, Council Liaison Carolyn Stacey, Library Director.

**ABSENT:** None

**PUBLIC COMMENT:** None

**APPROVAL/CORRECTIONS(S) TO MINUTES:** The minutes of January 22, 2018 were accepted on consensus.

**APPROVAL/ADJUSTMENTS TO THE AGENDA:** The agenda was accepted on consensus.

**DIRECTOR'S REPORT:**

**Use Measures:** Reviewed.

**Financials:** Reports current through December were reviewed.

**Administration** Two staff positions (Library Asst I, Library Asst II) are now vacant. Director is updating job descriptions and will advertise when complete. The library director is serving on the personnel committee for Superiorland Library Cooperative. Member libraries are eligible to appoint a Board member to the Superiorland Library Cooperative. Escanaba's position is available. This topic will be on the agenda for the next board meeting. The library director is working with faculty from MTU to develop a program for tutoring volunteers to work with older adults in the library on technology skills. The library director will attend the Small & Rural Libraries Conference on April 30<sup>th</sup> in Traverse City, with a stipend from Superiorland Library Cooperative.

**Library Programs / Services**

AARP is preparing taxes for seniors and low income taxpayers at the library by appointment.

The library will participate in the Michigan Notable Author Tour in May. The featured author will be Henrik Meijer, who has written the book, *Arthur Vandenberg: The Man in the Middle of the American Century*. The program is tentatively scheduled for May 23<sup>rd</sup>. The library observed February as Black History Month with a featured display and a bibliography. Saturday story hour featured the EHS French Club for February. Adult Services Librarian Monique Ciofu will present a workshop on programming with Skype at the staff development day for Bayliss Library staff in Sault Ste Marie on April 20<sup>th</sup>.

The library will work with Pathways to highlight Disability Awareness Month in March.

A listing of programs confirmed for Spring and Summer has been included with the board packet.

**Friends of the Library:** The library director is working with the Friends publicity committee to update marketing goals and objectives for 2018. The next meeting of the Friends Board is Wednesday, March 14 at 7pm

**UNFINISHED BUSINESS:**

A) **City Budget 2018-19:** The library director met with the city manager in February to review the library's budget submission. No changes were made. The director is making a request from the building authority fund for new flooring. Public work sessions on the budget are April 9<sup>th</sup> and 10<sup>th</sup>. No schedule has been set yet.

**NEW BUSINESS:**

A) **Bezold Fund:** Trustees reviewed interest revenues and expenditures over the life of the fund, as well as original documentation relative to the background and purpose of the fund. Trustees determined that there has been no erosion of the principal and that expenditures have been appropriate. Director will follow up on trustee's questions relative to investments and report back.

**ANNOUNCEMENTS:** The next meeting will be Monday, March 26<sup>th</sup> at 5:00 p.m.

**ADJOURNMENT:** The meeting was adjourned at 5:52 p.m.

Respectfully Submitted,

Approved

Carolyn Stacey, Library Director

Elizabeth Keller, Chair