

**CITY OF ESCANABA  
LIBRARY BOARD OF TRUSTEES  
MINUTES  
February 24, 2014**

A meeting of the Escanaba Public Library Board of Trustees was held February 24, 2014 at 5:00 p.m. in Room C102 of the Escanaba City Hall/Library Complex, Escanaba, MI 49829.

**PRESENT:** Philip Lynch, Janice Hallett, Elizabeth Keller, Neil Hivala, Patricia Baribeau, Carolyn Stacey, Library Director.

**ABSENT:** Priscilla Green

**ALSO PRESENT:** Member of the public

**PUBLIC COMMENT:** Mike Olson presented board members with a copy of a recommendation regarding management of the library's public internet stations. Mr. Olson would like to remove time limits on public computers.

**ANNOUNCEMENTS:** None

**APPROVAL/CORRECTIONS(S) TO MINUTES:** Minutes of the November 25, 2013 meeting were accepted on consensus.

**APPROVAL/ADJUSTMENTS TO THE AGENDA:**

The agenda was approved as submitted by consensus.

**CORRESPONDENCE:** Mike Olson's letter dated January 28, 2014 was entered into record.

**DIRECTOR'S REPORT**

- 1) Monthly Statistics
- 2) Financials
- 3) Administration – Activities

The budget process for Fiscal Year 2014-2015 is currently underway. A schedule of hearings was provided with the January board packet. The library's State Aid Report for Fiscal Year 2013-2014 has been submitted. The library director is taking a six-week free course on public speaking through EDx online and a six week course entitled, "Library Advocacy Unhushed."

The Children's Librarian recently attended a Summer Reading Workshop sponsored by the Brown County (WI) Library System. The library will collaborate with Superior Land Library Cooperative and the Friends of the Library in purchasing Interactive Videoconferencing equipment to be used for remote programming opportunities as outlined in the strategic plan.

- 4) Library Programs & Services

AARP Tax Assistance appointments are underway. Over 120 sessions are currently scheduled. The library will co-sponsor the Delta County Historical Society's winter outreach series for the months of February, March and April. A Great Michigan Read book discussion event is planned for April 24<sup>th</sup>, 2014. The featured title is *Annie's Ghosts: A Journey into a Family Secret*, by Steve Luxenberg. 35 people attended the "unveiling" of the Nahant painting in January. Four paintings from the Bonifas permanent collection are on temporary display in the book sale room.

**UNFINISHED BUSINESS:** None

**NEW BUSINESS:**

Policy Review

Revisions to the library's Unattended Child policy, Safe-Use & Conduct Policy and Small Study Room policy were reviewed. Library staff will provide input on the policies at the next scheduled staff meeting in March and the policies will return to the board for approval in March. A sign indicating the room is in use is recommended for the small study room. E. Keller moved approval of the Small Study Room Policy, seconded by P. Lynch, unanimous.

Internet Use Policy & Statistics

Graphs charting public use of the library's Internet stations by month, day and time of day were presented. A decline in use opens the discussion of allowing more time per person, per day. Library director will consult with I.T. staff to determine software capabilities for managing time limits, as well as poll other libraries in the region on the question time management on public Internet stations. Discussion centered on the need to manage public computer time through the use of technology, as opposed to manual staff tracking and intervention (i.e., no waiting lists or staff monitoring) as well as the library's legal obligations in complying with State and Federal laws on filtering for minors.

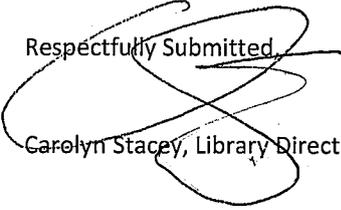
Presentation of Strategic Plan

The Board agreed that the strategic plan should be a stand-alone agenda item, presented to the City Council prior to budget adoption. The director will identify a date for Council adoption and notify the Board.

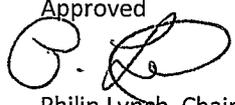
**ANNOUNCEMENTS:** The next meeting of the Library Board of Trustees will be March 24, 2014 at 5:00 p.m..

**ADJOURNMENT:** 6:02 p.m. on consensus

Respectfully Submitted,

  
Carolyn Stacey, Library Director

Approved

  
Philip Lynch, Chair