

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

April 27, 2015

A meeting of the Escanaba Public Library Board of Trustees was held April 27, 2015 at 5:00 p.m. in Room C102 of the Escanaba City Hall/Library Complex, Escanaba, MI 49829.

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

**PUBLIC COMMENT:** None

**APPROVAL/CORRECTIONS(S) TO MINUTES:** Minutes of March 23, 2015 meeting were approved as written.

**APPROVAL/ADJUSTMENTS TO THE AGENDA:** The agenda was accepted as written by consensus.

**DIRECTOR'S REPORT**

Monthly statistics and use measures were provided. Financial summaries for the library and Bezold Trust were reviewed. The Director provided updates on the following:

- o The library accepted Merit's bid for Internet service for 2015-16 and entered into a one year contract for a 25Mbps connection. Application has been made to the Universal Service Fund for discounts on this service.
- o Staff performance reviews are scheduled for April 27, 28, 30.
- o Revised comment/suggestion forms and a brief customer service exit survey are in production.
- o A major overhaul to the library's catalog is in progress and will be released by Superiorland Library Cooperative in early May.
- o National Library Week Activities concluded April 18.
- o The final Delta County Historical Society winter outreach lecture is scheduled for April 22<sup>nd</sup> at 7:00 p.m. in the Council Chambers.
- o A Great Start Family Fun Night is scheduled for April 29<sup>th</sup> at the library.
- o Michigan Notable Author Monica McFawn is scheduled to present a reading on June 4<sup>th</sup>.
- o The Friends of the Library Ice Cream Social is scheduled for Wednesday, June 10<sup>th</sup> at 6:30 p.m.
- o A writing workshop and handmade journal exhibit featuring Suzy Banks Baum is being planned in collaboration with the Bonifas for August 14<sup>th</sup>.
- o Summer hours (closed Saturdays) go into effect Memorial Day weekend.

**UNFINISHED BUSINESS:**

A) Township Joint Meeting Proposal

Library director proposed inviting township officials to the regular board meeting on May 18<sup>th</sup>, 2015. Prior to the meeting, library staff would be available to demonstrate popular online resources of potential interest to township residents, as well as details on upcoming summer programs for children and families. Townships officials may then attend the regular board meeting and provide general input on library services. Light refreshments could be served. *N. Hivala moved that the Board invited the Townships in the library's service area to the May 18 library board meeting, P. Green seconded. Motion approved.*

**NEW BUSINESS:**

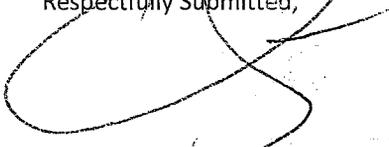
A) Policy Manual Review

In preparation for bringing the library policy manual to the City Council for adoption, the library director provided trustees with a current manual, noting the policies most recently updated and those that need review. Policies will be a standing agenda item until the manual is complete.

**ANNOUNCEMENTS:** None

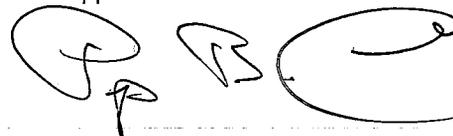
**ADJOURNMENT:** 5:43 p.m. on consensus

Respectfully Submitted,



Carolyn Stacey, Library Director

Approved



Philip Lynch, Chair