

CITY OF ESCANABA
LIBRARY BOARD OF TRUSTEES
DRAFT MINUTES
October 24, 2016

A meeting of the Escanaba Public Library Board of Trustees was held October 24, 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, Neil Hiyala, Carolyn Stacey, Library Director.

ABSENT: Kathy Mason, Patricia Baribeau

PUBLIC COMMENT: None

APPROVAL/CORRECTIONS(S) TO MINUTES: The minutes of September 26, 2016 were accepted on consensus

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

DIRECTOR'S REPORT

Use Measures: Annual comparison statistics were presented for September. Most notable is the increase in network use. **Financials:** Standard summary reports for the library fund and Bezold were provided, as well as a new report showing current fund balance. **Administration:** A grant for Universal Service Fund discounts to update the library's wiring was successful. The grant award is \$11,198 and will be accepted by City Council in November. Library director is part of a committee exploring the possibility of a regional Library Services & Technology Act (LSTA) grant to fund wi-fi hotspots and related technology for member libraries. Director is registered for online session on active shooter procedures in libraries, presented by the North Dakota State Library on November 15th. The library is currently evaluating three bids from vendors for a replacement photocopier, which has been budgeted for FY 16-17. The Superiorland Library Cooperative has published the first issue of a new quarterly newsletter (distributed). The library director will take part in a statewide focus group for the Library of Michigan on November 17th in Marquette. The topic is grants for libraries. A report indicating use of digital collection materials has been included with this board packet. Please note, web site visits are tracked monthly and reported here.

Meetings Attended:

9/26 – Friends Publicity Committee Meeting

9/29 – UPRLC Annual Meeting, Marquette

10/4 – Friends Events Committee Meeting

10/12, 10/26 UPRLC Grants Committee Meetings

10/13, 10/20 City Dept. Head Meetings

10/14 – Library Staff Meeting

10/18 – Escanaba Rotary (Speaker)

10/19 – Senior Networking Group

10/19 – Bay College Math/Science Faculty Meeting

Friends of the Library Activities

National Friends of Libraries Week concluded 10/22. Efforts to promote the Friends work this week included a letter to the editor, press release, radio announcements and talk to the Escanaba Rotary, as well as postings on the library's social media. Friends have contributed \$134,000 to the library over the past five years. Publicity Committee of the Friends has recently completed a "Ways to Give" brochure that outlines how people can contribute (distributed). The next Friends meeting is scheduled for Wednesday, November 9th at 6:00 p.m.

Library Programs / Services:

Library director visited Northwoods Assisted Living Oct. 21st to demonstrate online resources and checkout library materials to residents. Library is working with Bay College Math/Science Faculty on the library's after-school STEAM program. Director will be meeting with the Bay Stem Club on Nov. 2nd to discuss how students can be involved.

October / November Programs:

Wednesday Night Readers, Oct 6, Nov 9, 6:30 p.m.

Library Babies, Oct 14, 21, 28, Nov 4, 11, 18 – 10:30 a.m.

Toddler Time, Oct 12, 19, 26, Nov 2,9,16 – 10:30 a.m.
Saturday Storyhour, Oct 15,22,29, Nov 5,12,19 – 1:30 p.m.
Altered Book Art – Pumpkins, Oct 20 – 6:00 p.m. (26 attended)
ISD Family Fun Night-Oct 26, 6:30 p.m.
Deer Day Getaway (Family) – Nov 16, 6:00 p.m.
UNFINISHED BUSINESS: None
NEW BUSINESS: None
ANNOUNCEMENTS: None
ADJOURNMENT: 5:40p.m. on consensus

Respectfully Submitted,

Approved

Carolyn Stacey, Library Director

Elizabeth Keller, Chair