

## **Indian River Area Library**

Regular Board Meeting

Minutes

September 12, 2017

Tuscarora Township Hall

4:00 p.m.

### **I. Call to Order**

Present: Patti Brown, Kathy Cole, Sukey Stump, Patty Hull, Kristina Moutrie, Amanda Baker

Guest: Roger Mendel, Director, Northland Library Cooperative

### **II. Approval of Agenda**

Stump motioned to approve the agenda. Supported by Cole, approved by all.

### **III. Approval of Minutes – July 18, 2017 (corrected) and August 15, 2017**

Approval of the July 18, 2017 minutes was tabled once again due to discussion on how to properly include public comment. July minutes will be approved at the October Meeting.

Hull moved to approve the August minutes with support by Stump. Approved by all.

### **IV. Financial Report – August 2017**

Large bills paid in August included annual internet fee, insurance, AWE children's computer, and computer work. Salaries and wages are below budget due to open Director Position. The 7/1/16 date will stay on the balance sheet until annual audit takes place and fund balance is confirmed, then the beginning date will change to 2017.

Motion to approve Financial Report made by Baker with support by Moutrie. Approved by all.

### **V. Public Comment – Agenda Items**

None

### **VI. Friends of the Library Report**

The Friends continue to sort books from the basement room and the sale shelf in the library.

Hill and Moutrie attended the Inland Lakes Elementary Open House to invite students to get a free library card.

The Friends will provide cider and donuts for Halloween at the Library.

Next Friends meeting will be October 17, 2017.

### **VII. Old Business**

#### **a. Cataloging Books**

Book cataloging will wait for the new director.

#### **b. Returned Non-Fiction Books**

Library attorney advised that the Board was ok to have sent back books ordered on a donation request by the previous director as there was no clear direction. When the new director is in they will be able to complete the donation request by purchasing non-fiction books to replace those returned.

#### **c. Policy Updates**

##### **i. Mailing New Library Cards**

Motion made by Hull to rescind the Library's current policy of mailing new library cards and replace it with a policy of issuing cards directly to patrons with a valid ID. Cole supported. Baker questioned if mailing the cards verified addresses. Mendel spoke to patterns of other libraries that operated on a policy of trusting the valid ID. Motion was approved by all.

ii. Library Credit Card Policy

Credit Card Policy was tabled until further research can be done.

**VIII. New Business**

a. FOIA Policy

Mendel suggested establishing a working group to determine costs associated with the recommended FOIA policy and establish fees. Policy will be approved when those items are presented.

b. Board By-Laws

By-Laws were presented to the Board for approval. Baker moved to approve the by-laws with minor clerical changes. Hull supported the motion and it was approved by all. See attached Resolution and By-Laws.

**IX. Director Search**

The Board has hired Mara Klco as new Library Director. Klco will attend the Library of Michigan's New Director Workshop in September and begin at the Library October 3.

**X. Public Comment – General**

Cindy Wimer stated the public computers continue to have troubles and said patrons are interested in seeing program begin again. She also asked about the display in the front area of the Township Hall.

John Kurzeski asked if the Smart Meter Program could be repeated in the fall or winter.

Karen Hill requested the Board look at a policy to allow Indian River business owner to get library cards.

**XI. Adjourn**

Cole moved to adjourn at 5:05pm with support by Stump and unanimous approval.