

Indian River Area Library

Regular Board Meeting DRAFT Minutes

October 17th, 2018

Tuscarora Township Hall

- I. Call to Order – 4:46pm
Present: Patti Brown, David Hill, Amanda Baker, Patty Hull, Kathy Cole, Kristina Moutrie
Also Present: Mara Klco, Library Director; Karen Hill, Friends of the Library
- II. Approval of Agenda
Motion to approve agenda made by Hull with support by Cole. All ayes.
- III. Approval of Minutes
Motion to approve August 21st, 2018 minutes made by Cole with support by Hill. All ayes.
Motion to approve September 18th minutes made by Hull with support by Hill. All ayes.
Motion to approve October 2nd minutes made by Baker with support by Moutrie. All ayes.
- IV. Financial Report
Motion to accept financial report as presented made by Baker with support by Hull. All ayes.
- V. Public Comment - Agenda Items – None.
- VI. Friends of the Library Report
K. Hill reported the Friends had no meeting in October. K. Hill also updated the Board on the profits from the Mah-Jong tournament (\$600) and upcoming events.
- VII. Old Business
 - a. Strategic Planning Committee
Klco presented an updated draft for the Strategic Plan with adjustments to the potential millage campaign timeline. Hull motioned to approve the changes and adopt the strategic plan. Baker offered support, all ayes.
 - b. Library Renovation
After discussion Hull moved to have D. Hill serve as voluntary project manager for the library renovation, bids to be solicited for staff area construction, carpet installation, and painting. Support offered by Cole, all ayes.
- VIII. New Business
 - a. Library Holiday Schedule
Discussion was held about the holiday schedule for the library with consensus for the library to be closed December 25 & 26, 2018.

b. Purchasing Policy

Klco presented an example of a purchasing policy used by the Petoskey Library. Hill motioned to adopt a purchasing policy based on the Petoskey Library's example with the following changes based on the approval of law advice:

1. All purchases with an estimated total cost of over \$10,000 require formal competitive sealed bids.
2. All purchases with an estimated total cost between \$2,000 and \$10,000 shall require written quotations from bidders to be approved by the Library Board of Trustees.
3. All purchases estimated under \$2,000 are to be purchased using the best judgement of the Director.

Support offered by Moutrie. All ayes.

c. Penal Fines

Discussion was had about what happens to other townships penal fines and what libraries can access them. Penal fines can only be accessed by libraries that have service agreements with townships. The Board agreed to approach townships after remodel to propose new service agreements.

Hill left at 6:05pm.

d. Building Deed

Klco updated the Board on the building deed and how ownership works with the Library and the Township.

e. Safety Deposit Box

Baker moved to establish 3 signatures for access to the safety deposit box, Board President, Board Treasurer, and Library Director. 2018 signature should include Patti Brown, Patty Hull, and Mara Klco. Support offered by Cole, all ayes.

IX. Director's Report

Klco updated the Board on upcoming events, Read Away Your Fines program, new ILS, and donations.

X. Public Comment – None

XI. Adjourn – 6:25pm

Baker moved to adjourn at 6:25 with support by Moutrie. All ayes.