

**Beaver Island District Library**

**Board of Trustees**

**Regular meeting minutes**

**April 21, 2022**

Present: Becca Foli, Kim Mitchell, Erin Martin-Holmes, Krys Lyle, Bob Sramek, Dianna Loder, Cheri Irmischer.

Absent: none

Others: Jacque LaFreniere (Director), Rick Speck

1. **Call to order:** 5:03 p.m.
2. **Public Comment:** none
3. **Changes or additions to Agenda:** None
4. **Approval of Minutes from March regular meeting:** Motion to approve the minutes was made by Lyle, seconded by Sramek. Motion carried.
5. **Financial Report:** Motion to approve the bills paid in March was made by Sramek, seconded by Lyle. Motion carried
6. **Director's Report:** LaFreniere updated the board on several items on her report including the circulation numbers, building repair contacts, mural for library, programming and CE she is taking.  
Sramek-John Fiegen's resignation opened a position on the board. He has written a letter to township supervisor, Joe Moore, regarding the process to fill that position. Sramek will contact one person he knows is interested.
7. **Old Business**
  - a. **Committee reports:** none
  - b. **Logo development update:** Lyle has been in contact with gentleman who designed a logo for the Library on the BIHS website. He is agreeable to our using that logo and will make a few changes per our direction.
  - c. **Bookspines upate:** Sramek has contacted Sara Mullins at school. They were waiting for nicer weather so they could do the woodburning outside. They have been testing fonts. Also talking to contractors about wood scraps. LaFreniere will talk to Larry Laurain about installing a framework like shelf for the spines when completed.
  - d. **Building Insurance:** St. James has been contacted and response has been that BIDL pays that. Sramek will look into as both Speck and Sramek feel our policy covers liability but not the building. (Adam Gandolfi will be contacted again)
8. **New Business**
  - a. **Policy: Automated Clearing house and Electronic Transfer of Funds:** Rick reported only EFT done is to Federal and State withholding taxes at present. Tabled to vote next meeting.
  - b. **Policy: Financial and Accounting Procedures:** Tabled to vote at next meeting. Need a Resolution for both.

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- c. **External Security Cams:** Sramek asked about Board interest in installing simple security cams outside the library. Lyle mentioned the MI PAR PLAN grant might cover. Will send information to LaFreniere.
  - d. **Newsletter:** Suggested twice a year, perhaps Summer/Fall, Winter/Spring. LaFreniere, Irmscher and Sramek will work on for this first mailing.
  - e. **Beaver Island Children's Activity Booklet:** created by intern for the BIHS. BIDL asked to distribute to the kids once printed.
  - f. **Policy needed:** How to handle accumulated paid leave days—carry over, max. number, or pay out?
9. **Correspondence:** John Fiegen's resignation letter.
10. **Public Comment:** None
11. **Adjournment:** Motion to adjourn made by Lyle, second by Sramek. Motion carried.