BEAVER ISLAND DISTRICT LIBRARY

Board of Trustees

26400 Donegal Bay Road

Beaver Island, Michigan 49782

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231.448.2701

Regular Meeting Minutes

Thursday, December 14th, 2023, 5:00 p.m.

1. Call to Order was made at 5 p.m.- Present were Becca Foli, Kim Mitchell, Cynthia Pryor, Acacia Warmerdam, Monica Longlet, Denny Rahilly (new board member), Jacque LaFreniere, Rick Speck

2. Public Comment: Welcome to Denny Rahilly

3. Review, modify if necessary, or approve Agenda: addition under New Business: Interim Treasurer position. Motion to approve agenda with modification made by Warmerdam, seconded by Pryor. Passed

4. Approval of Minutes November 16, 2023 regular meeting: Motion made by Warmerdam, seconded by Foli. Passed.

5. Financial Report- Speck

 Budget, forecast, reconciliation and check register were explained and questions answered by Speck.

(note: discussion about whether we had received the reimbursement for the furnace repair. LaFreniere will check on it. Also if our Book shed is covered by our insurance, and discussion on liability coverage for someone climbing and falling off a sculpture or tree- LaFreniere will also check on that.)

Bills submitted for payment November 2023 ~ Motion made to approve the paid bills made by Pryor, seconded by Foli. Passed.

6. Old Business

a. Policy Updates: Cynthia Pryor explained that we were looking at the Emergency Policies. LaFreniere combined a couple of the policies under one heading. Discussion around how to contact parents in the case of an emergency- especially those summer visitors and residents. Warmerdam suggested a podium with a sign in sheet for kids/parents to come inside. Will continue to look at ideas and work on the policy for next meeting.

b. Senior/Student reading project- Longlet reported on the Library Pals program held on Dec. 14th. The first and second grade students were in attendance with some of the senior citizens to read. Went well. Alternate months the 3rd-4th grade students will attend Library Pals. Next possibly scheduled one is Jan. 10th and will be with them.

7. Director’s Report / Board Update- see below

8. New Business

 a. Meeting dates for 2024: Date for annual meeting might be changed. Foli will check on Spring Break dates and Speck will check on vacation date plans.

 b. Strategic Plan: LaFreniere presented our expired Strategic Plan and suggested we plan a Feb. work session (morning or afternoon- not all day), to develop our new Strategic Plan.

 c. Board Manuals: LaFreniere presented a list of items that should be in our Board manuals. Members will look over to see what applies and what we have.

 d. Oaths of office for new members: must be administered by Clerk or Notary. LaFreniere will check with township clerks first to attend January Meeting. If neither can attend, then she will locate a notary.

 e. Interim Treasurer: Warmerdam has talked with Carie Ledbetter (potentially the new board member from Peaine) about serving as our Treasurer. At least Interim. Carie was interested. We will wait until the January meeting to fill this position.

9. Correspondence: None

10. Public Comment: Mitchell offered to continue as our “thank you” letter writer as a Friend of the Library.

Mitchell also mentioned that there should be a book spine in memory of Joe Moore who also served on the board many years ago.

Warmerdam will get with McDonough to complete the Director evaluation soon.

~~Adjournment~~Motion to adjourn the meeting was made by Pryor, seconded by Mitchell. Passed.

Next scheduled regular meeting: January 18, 5:00 PM

Director’s Report:

1. Ongoing programs- Lego Club will be suspended in January due to lack of attendance, Story Hour on Tuesdays with Homeschooled kids and Story Time with Babies and Toddlers going well. Library Pals is going well too. Need to make sure the adults who agreed to attend, do and the students too. Homeschool didn’t show today, forgot.
2. Program report: COA/BIDL program to get set up with Get Set Up on Jan. 17th.
3. Circulation report