**Beaver Island District Library Board of Trustees**

**Special Meeting Minutes**

**March 13th 2015**

Present: Jones, Lyle, Martin, Mitchell, Rehkopf, Welter

Absent: Moore, Tidmore

Other: McGinnity, Speck

1. Meeting called to order by Lyle at 9:00 am.
2. **Public Comment**: None
3. The board welcomed Sally Rehkopf as its newest member, representing Peaine Township.
4. **Approval of/Amendments to Agenda**: The Bylaws portion of the agenda was clarified to address two distinct yet related issues: Board meeting attendance and the possibility for remote attendance at meetings when physical attendance is not possible. Motion to approve agenda as amended proposed by Jones, Welter seconded—agenda approved.
5. **Fiscal Year Budget Approval**: Welter walked the Board through the budget proposed by the Budget Committee for the coming fiscal year, starting with a high-level view. Projected revenues for the coming year are within $1000 of last year’s projection. Actual revenues for last year were significantly higher than had been projected, mainly due to the Stephen’s bequest. Some strategic initiatives (mostly capital expenditures) budgeted for last year (plumbing work, etc.) were deferred and are therefore included on this proposed budget. The proposed total expenditures are roughly $1500 more than last year, which includes a cost of living increase for staff. The proposed strategic initiatives (a laptop computer along with some furniture upgrades) comes to about half what we budgeted in that category for last year, bringing the grand total of expenditures to $134, 980, which represents a reduction in projected spending of $2295 compared to last year. The general fund ending balance would be almost exactly one year’s operating expenses, at $137,454.

As far as notable differences in specific line items, the “Books” category has been increased by $1000 for the addition of standing orders for adult bestsellers. A clerical change brought the cost of Overdrive ($2000/year) into the “Books” category and reduced the “Technology” category by the same amount. The capital outlay being proposed ($6000 total) broken down as follows:

* $1000 – laptop for cataloging and inventorying
* $2000 – placeholder for wi-fi infrastructure if linking to the school/CMU upgrade proves possible
* $3000 – furniture ugrades (one office chair, adult seating upgrades)

Motion to use remainder of Stephens bequest (the portion not used to start the Building Fund) to facilitate remote attendance of Board meetings (with any left over then deposited in the Building Fund) proposed by Welter, Rehkopf seconded—motion carried.

1. **Election of Officers**: Motion to elect Sally Rehkopf as Chair Elect, Kathy Tidmore as Treasurer, and Kaylyn Jones as Secretary proposed by Welter, Martin seconded—motion carried.
2. **Bylaws**:
	1. Board Meeting Attendance:

Discussion of attendance issues and notification of board Chair. Tabled until next meeting. Welter to talk to Township Supervisors about the possibility of removing board members who are not in compliance with an attendance bylaw. McGinnity to research library board bylaws touching on attendance and to supply examples to the Board to allow for the crafting/modification of a bylaw.

* 1. Language allowing for remote attendance at Board meetings:

Tabled until next meeting. McGinnity to research library board bylaws touching on remote attendance for board members and to supply examples to the Board to allow for the crafting/modification of a bylaw.

Motion to change the time of monthly meetings (3rd Thursday of the month) from 4:30 pm to 9:00 am, proposed by Welter, seconded by Rehkopf—motion carried.

1. **Director Review Process**: Welter will send around possible evaluation instruments to consider as replacements for the current instrument. Board member feedback will be requested so that an instrument can unofficially be settled on, and Board members can subsequently complete the evaluation and return it to Welter prior to the next meeting. At the April meeting, the Board will vote to officially adopt the new evaluation instrument. A discussion of the compiled evaluations—which were submitted to Welter by Board members—would follow. Finally the results will be presented to and discussed with the Director, and goals set for the coming year.
2. **Public Comment**: None

*Next regular meeting: April 16th, 2015.*

Meeting adjourned 10:10 am.

-*Respectfully submitted by Patrick S. McGinnity, Director*