**Beaver Island District Library**

**Board of Trustees**

**Meeting Minutes**

**June 21, 2018**

Present: Fiegen (2018), Foli (2020) Lyle (2018), Mitchell (2020), Rehkopf (2020), Smith (2020) Tidmore (2018)

Absent:

Other: McGinnity, Speck

1. Meeting called to order by Mitchell at 9:03 am.
2. **Changes or additions to agenda:** Mitchell suggested that Fireplace Update, Johnson Family Dedication, Director’s Evaluation Update, and Storytime Update be added under Old Business.
3. **Public Comment**: None
4. **Approval of Minutes**: Motion to approve minutes of the May 17, 2018 regular meeting proposed by Fiegen, Lyle seconded—motion carried.
5. **Financial Report**: A motion to approve financials and bills paid for May 2018 proposed by Rehkopf, Fiegen seconded—motion carried.
6. **Director’s Report**: McGinnity went through the usage statistics for May, which are tracking pretty close to last years’ across the board.
7. **New Business:**
* Theft of Sauvé sculpture

McGinnity explained that the artist John Sauvé had been contacted Monday morning as soon as the sculpture’s absence was noted. Sauvé said he had not had it removed and knew nothing about it. The police were immediately notified, as was the Boat Company. After waiting two days to see if it would come back, a police report was filed. McGinnity is coordinating with the artist on a press release, and with the Charlevoix County Sheriff’s Dept. on the investigation.

* Policy Drafts
	+ Disaster Plan

It was noted that names and roles in the Disaster Plan need to be updated (Disaster Team, Sheriff, etc.), and that the insurance portions need to be filled in as well. In addition, the attorney information needs to be updated given that Dick Butler has retired since the Plan was initially drafted. Finally, it was noted that the Emergency Procedures and Evacuation Plan cited as an attachment on page three needs to be drafted. McGinnity will continue to work on this draft.

* + Gift Policy

It was noted that the draft appears to cover most of what such a policy should cover. Given the recent incident with the Hemingway sculpture, McGinnity suggested that there should be language requiring a formal agreement for loans, especially touching on who is obligated to insure the loaned artwork. It was also suggested that the cost to insure a piece might be listed as a possible reason for the refusing a piece, either on loan or otherwise. McGinnity will come up with language to cover those concerns and resubmit to the board.

* + Purchasing and Contracting Policy

Discussion on this policy focused in large part on the thresholds of $5000 and $10,000 that appear throughout the draft. It was noted that there are some potential contradictions between passages, as pertains to said thresholds. McGinnity agreed to revise and resubmit.

* Pending Audit

McGinnity explained that in July, the library will undergo its third and final audit under the existing contract with Stevens, Kirinovic, & Tucker P.C. (renamed from Abraham & Gaffney when the company divided its accounting and auditing into two separate firms). He and Speck are working on preparing for the audit.

* Summer Hours

McGinnity explained his proposal that the Library hours for summer 2018 be 9:00 – 5:00, as the 5-6 pm hour has always been the slowest of the day, and mornings are much busier in the summer. The board agreed, noting the importance of posting the new hours in various places/media to ensure both islanders and summer residents/visitors are aware of them.

1. **Old Business**:
* Directors Evaluation Update

The Director’s evaluation is complete. There was discussion of timing for future annual updates, with the conclusion that the process should begin in the fall and be completed before the budget process wraps up in March.

* Fireplace Update

McGinnity explained that the fireplace tile project has wrapped up, with tiles now making their way through a final batch of kiln firings. All hardware is here, and installation of tile and mantle/shelf will commence shortly.

* Thelma Johnson Fireplace Dedication

A dedication will be planned for when Thelma Johnson’s family will be on the island. McGinnity has made contact with Bill Johnson about timing for such an event, and was told that the time period around Baroque on Beaver would likely be when the largest number of family members would be here. McGinnity will continue to coordinate with the family and will inform the Board when a date has been set.

* Story Time

Mitchell explained that her preschool Story Time had wrapped up for the year. McGinnity is in communication with another volunteer who may be interested in hosting a summer Story Time.

* Director’s Performance Review

Mitchell asked about the Director’s performance review, which was completed in March. She asked specifically about how many hours the director has been working. McGinnity explained that he has still been working between 35-40 hours/week. Mitchell noted that in the Director’s performance review, the completion of the fireplace project was given as a condition for McGinnity’s reduction to 30 hours/week.

Fiegen noted the positive comments on the Library from recent visitors he encountered while driving for the tour operation.

1. **Correspondence:** Letter from the audit firm SK&T to Board Members regarding the audit.
2. **Public Comment**: None

Meeting adjourned 10:17 am.

Next regular meeting:

**9:00 am, Juy 19th, 2018.**

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