**Beaver Island District Library**

**Board of Trustees**

**Meeting Minutes**

**November 15, 2018**

Present: Fiegen (2018), Foli (2020), Lyle (2022), Mitchell (2020), Randall (2022), Rehkopf (2020), Tidmore (2022)

Absent: Smith (2020)

Other: McGinnity, Speck

1. Meeting called to order by Mitchell at 9:08 am.
2. **Changes or additions to agenda:** Mitchell added NEA Big Read under New Business.
3. **Public Comment**: None
4. **Approval of Minutes**: Mitchell noted that as she had been unable to attend the October meeting, she could not have called the meeting to order. McGinnity noted that it was an error, and that Foli had in fact called the meeting to order. Motion to approve minutes of the October 18, 2018 regular meeting with the amendment noted above proposed by Rehkopf, Fiegen seconded—motion carried.
5. **Financial Report**: Speck explained that October was a pretty typical month and drew attention to the new column on the budget vs. actual page showing the previous year’s year-to-date for comparison. McGinnity pointed out that the primary difference between the two in expenditures was in the Professional Fees (the audit) and Capital Outlay (the fireplace). A motion to approve bills paid for October 2018 proposed by Lyle, Tidmore seconded—motion carried.
6. **Director’s Report**: McGinnity went through the usage statistics for October, noting that the Halloween Party was held on October 27th and saw roughly 30 children in attendance. Numbers are up rather significantly overall, with overall patron numbers increasing by 67.1% over the same month last year.
7. **Old Business**:
   1. Audit

McGinnity distributed the auditor’s final report and included a copy of the Corrective Action Plan letter required by the state. It was noted that this was the last audit under our contract with Abraham & Gaffney/SKT. A discussion ensued focusing on the process of soliciting proposals from auditing firms in advance of the 2020 audit.

* 1. Director’s evaluation process

Mitchell noted that McGinnity had provided by email the evaluation form he uses for staff so the board could consider it as they decide on the instrument for staff evaluations of the Director as a part of the his performance review. There was some discussion of how the evaluation sheets should be distributed to the staff and returned to the Board. McGinnity will distribute the evaluation instrument when the Board is ready, along with a stamped envelope. Mitchell offered to have them mailed to her at Box 140.

Additional discussion of the timeline for the review. The question of whether the review was required to be annual came up. McGinnity will explore and provide his findings to the Board. Fiegen suggested a review every two or three years might be more typical, possibly with the Director conducting a self-evaluation for the off year(s). The consensus was that unless an annual review is required by policy, an alternate schedule would be preferable. McGinnity noted that the old policy document, much of which has been rendered obsolete by new policies passed in the last six years, could stand to be fully revised anyway, so that the Board could decide what evaluation schedule makes the most sense, and build it into the pertinent staffing policy when it is rewritten/revised.

* 1. Policy questions regarding children on public computers

McGinnity distributed copies of the cover letter and enclosures he sent home to parents/guardians of children who use the library computers. There was a discussion of the library’s responsibility as pertains to youth and the challenge of balancing stewardship of library resources with looking out for the best interests of young patrons in particular. Mitchell noted that school staff had expressed concern with a student with a health issue that after school computer use at the library could be contributing to or exacerbating. The student’s name was not mentioned during the meeting, nor was the health issue. It was decided that McGinnity should reach out to the parents of the student, expressing the concerns that the Library Board and staff have with the student’s computer use. He noted that he had sent them a letter on a possibly unrelated issue over the summer.

* 1. Parking lot lights

McGinnity reported that bulbs in the lot lights had been replaced. He noted that a GFCI outlet in the garden was causing some outages in the garden lights, and that the light sensors were not functioning properly, leaving the lots on during daylight some days. He will look into rectifying both situations.

1. **New Business:** 
   1. NEA Big Read

McGinnity explained that Jacque LaFreniere was exploring the possibilities of getting a grant to participate in the NEW Big Read. She and the other staff, along with one of the book clubs, are discussing the 2019 booklist in an effort to pin down a single title that would resonate best with our community.

1. **Correspondence:** None
2. **Public Comment**: None

Meeting adjourned 10:24 am.

Next regular meeting:

**9:00 am, December 20th, 2018.**

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