**Beaver Island District Library**

**Board of Trustees**

**Meeting Minutes**

**October 18, 2018**

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

Absent: Mitchell (2020)

Other: McGinnity, Speck

1. Meeting called to order by Foli at 9:03 am.
2. **Changes or additions to agenda:** None
3. **Public Comment**: None
4. **Approval of Minutes**: Motion to approve minutes of the September 20, 2018 regular meeting proposed by Tidmore, Fiegen seconded—motion carried.
5. **Financial Report**: Speck explained that September was a pretty typical month, and that most of the overages in the forecast will work themselves out, because of the way the forecast is constructed. With categories where the bulk of the expenditure happens in one month, yet the forecast uses the total amount budgeted divided equally by 12, the overage is reduced month by month until the end of the fiscal year. Smith asked if it might be possible to include a comparison to the same month the previous year in the report. A motion to approve bills paid for September 2018 proposed by Lyle, Tidmore seconded—motion carried.
6. **Director’s Report**: McGinnity went through the usage statistics for September. Numbers are up overall, though computer users numbers may not accurately reflect the amount of use the computers get, as it counts sign-ins, rather than time units.
7. **Old Business**:
8. **New Business:**
9. November staff evaluations of director

McGinnity reminded the Board that during his last evaluation process, it was decided that the part-time library staff would fill out an evaluation of the director at the beginning of the evaluation process each year. He offered to provide the evaluation form he uses for staff as a template from which to possibly construct the instrument.

1. Policy questions regarding children gaming on public computers

Mitchell had noted that a teacher mentioned concerns about students spending too much time playing Roblox at the library. The Board discussed the issue, focusing on the role of parents and the Library’s mission to provide equal access to resources. McGinnity suggested that he send home a copy of the Code of Conduct with all children using the computers, with an acknowledgement sheet for parents to sign. The goal would be to make parents aware of the issue, and ensure that everyone is familiar with the Code of Conduct, especially as pertains to computer usage. Staff will continue to enforce the code of conduct as before.

1. Parking lot lights

A request has been submitted to the Township to replace bulbs in all three parking lot lights.

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

Meeting adjourned 9:36 am.

Next regular meeting:

**9:00 am, November 15th, 2018.**

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