

# LIBRARY BOARD MEETING MINUTES GARDEN CITY, MICHIGAN Approved

LIBRARY BOARD MINUTES FROM **February 11, 2014**

## **CALL TO ORDER**

The meeting was called to order at 7:00 p.m. Present were Board members; Nancy Bailey, Drew McMechan, Nancy Schultz-Speck, Janet Smith, Paul Werhane, and Director James Lenze

Guest: Susan Trottier

Absent:

## **APPROVAL OF MINUTES**

It was moved by Board member J. Smith, supported by Board member N. Schultz-Speck. Resolved: to accept the minutes of the Library Board meeting of January 14, 2014.

Ayes: Unanimous

## **DIRECTOR'S REPORT**

It was moved by Board member D. McMechan, supported by Board member J. Smith. Resolved to accept the Director's report for the month as presented.

Ayes: Unanimous

## **BILLS**

It was moved by Board member D. McMechan, supported by Board member J. Smith. Resolved to accept payment of monthly bills as presented

Ayes: Unanimous

## **UNFINISHED BUSINESS**

- a. Strategic Plan – Director Lenze proposed meeting on February 22, but there were too many conflicts. Will try to meet in March, but not March 8.
- b. Site Selection update – no action.
- c. QSAC Review -- N. Schultz-Speck will meet with Director Lenze during week of Feb. 17
- d. Library Open House – to be held on Friday, April 4
- e. Budget Priorities

The Board asked Lenze to prepare a budget under the following budgetary assumptions

- o Expenditures are not to exceed Revenue (no use of Library Fund Balance)
- o "Designated Fund" should stay at or near same level as current budget
- o Expand digital offerings (eBooks, eZines...)
- o Do not decrease spending on physical materials (books, AV...)
- o Continue organizational membership in MLA
- o Outreach and Programming remain high priorities

Furthermore, the Board gave the following guidance regarding staff pay:

- No set defined "steps" and no "salary ranges" for positions
- Pay increases for Clerks, Library Aides, and Librarians will not be tied to evaluations. However, Director shall evaluate staff yearly on or near anniversary dates. Board will evaluate Director yearly and devise a method for staff to provide input.
- Pages will be paid minimum wage
- No bump in pay after 90 days
- Pay increases, if any, will be determined by Board annually, and will occur on anniversary of previous pay increase for affected staff

- Board wishes to be made aware of pay increases for City employees
  - Lenze will prepare a report on current starting wages at Class 5 libraries in the Metro area.
- f. Zinio – TLN is providing one 30 day trial for a Board member (D. McMechan). Lenze to provide Board with list of available magazines.

#### **NEW BUSINESS**

a. Board Member Resignation

It was moved by Board member J. Smith, supported by Board member N. Schultz-Speck. Resolved to receive resignation of Mary Jane Schildberg from Library Board.

Ayes: unanimous

A couple people have expressed interest in filling the vacancy. Lenze will invite them to the next Board meeting so they can see first-hand what is involved. N. Bailey approach a resident who would be worth consideration, but that person was unable to commit.

b. OverDrive Advantage

It was moved by Board member D. McMechan, supported by Board member N. Schultz-Speck. Resolved to transfer \$1,000 from budgetary line 790-790-977.000 (Equipment) to 790-790-978.000 (Books) to be purchase eBooks under the OverDrive Advantage plan, and to approve spending \$3,000 in FY2014-15 on OverDrive Advantage.

Ayes: unanimous

#### **OTHER BUSINESS**

The Board was saddened to learn of the passing of long-time Library advocate Patricia Hammer, mother of the Honorable Judge Richard Hammer. Two books are to be added to the collection in her memory, one being Bread And Jam For Francis.

#### **PUBLIC COMMENT**

#### **ADJOURNMENT**

The meeting was adjourned at 8:50pm

Next Meeting: **Tuesday, March 11, 2014 at 7 p.m.**

*James B Lenze*