

LIBRARY BOARD MEETING MINUTES GARDEN CITY, MICHIGAN Approved

LIBRARY BOARD MINUTES FROM **April 08, 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: Jackie Perrydore and 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 March 11, 2014 with addition of Susan Trottier as guest.
Ayes: Unanimous

It was moved by Board member N. Schultz-Speck, supported by Board member J. Smith. Resolved: to accept the minutes of the special Library Board meeting of March 29, 2014.
Ayes: Unanimous

DIRECTOR'S REPORT

It was moved by Board member J. Smith, supported by Board member N. Schultz-Speck. 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
It was moved by Board member J. Smith, supported by Board member N. Schultz-Speck.
Resolved to approve the Garden City Public Library Strategic Plan 2014-2019 as presented.
Discussion: Director Lenze is to keep Board apprised of progress annually.
Ayes: Unanimous
- b. Site Selection Update
No action
- c. QSAC Review
Draft of Employee Handbook and Board By-Laws revisions to be discussed under new business
- d. Library Open House
Discussed menu and logistics
- e. Proposed Budget
Director Lenze presented revision based on the changes to starting pay for staff as requested.
- f. Board Vacancy
Discussed question of conflict of interest. No action taken.

g. Director Evaluation

At the request of Director Lenze the Board moved into closed session to deliberate on his annual performance evaluation. It was moved by Board member J. Smith, supported by Board member N. Bailey. Resolved to go into closed session for the purpose of evaluating the Director.

Roll Call Vote: Werhane – aye; Bailey – aye; Smith – aye; McMechan – aye; Schultz-Speck – aye.
Entered closed session at 7:55 PM
Returned from closed session at 8:58 PM

It was moved by Board member D. McMechan, supported by Board member N. Schultz-Speck. Resolved to file Director's performance evaluation with City of Garden City Human Resources Department.
Ayes: Unanimous

It was moved by Board member D. McMechan, supported by Board member N. Bailey. Resolved to approve an increase in the Director's salary to \$60,000 per year beginning April 21, 2014.
Ayes: Unanimous

NEW BUSINESS

a. Employee Handbook

Discussion tabled for one month.

b. Proposed By-Laws revision

It was moved by Board member N. Bailey, supported by Board member D. McMechan. Resolved to approve the addition of Article III, Section 5 to the By-Laws as presented
Ayes: Unanimous

c. Budget Amendment

It was moved by Board member N. Bailey, supported by Board member D. McMechan. Resolved to approve amending the 2013-2014 Fiscal Year Budget by reallocating \$1,050 from Building Maintenance, and \$850 into Copier Supplies, and \$200 into Memberships.
Discussion: \$85 for Board membership in United for Libraries and FOLM Trustee Alliance.
Ayes: Unanimous

d. Library Cards

It was moved by Board member N. Bailey, supported by Board member D. McMechan. Resolved to approve purchase of 5,000 new library cards with key tags from Rainbow Printing (only one design), total purchase not to exceed \$1,100.00
Ayes: Unanimous

OTHER BUSINESS

Director Lenze is to inquire about retiree insurance costs charged to Library budget. The only retiree from the Library earned her retirement under General Fund, retired before the millage campaign, and would have to be paid out of General Fund had the millage failed, or in the future if millage renewal attempts fail. Therefore, it seems logical that her retirement cost now be paid out of General Fund.

PUBLIC COMMENT

None

ADJOURNMENT

The meeting was adjourned at 9:34 p.m.

Next Meeting: **Tuesday, May 13, 2014 at 7 p.m.**

