

LIBRARY BOARD MEETING MINUTES GARDEN CITY, MICHIGAN Approved

LIBRARY BOARD MINUTES FROM **May 13, 2014**

CALL TO ORDER

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

Guest: Jackie Perrydore
Absent: Nancy Bailey

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 April 08, 2014.

Ayes: Unanimous

It was moved by Board member J. Smith, supported by Board member N. Schultz-Speck. Resolved: to accept the minutes of the closed session of the Library Board meeting of April 08, 2014 as corrected.

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 N. Schultz-Speck. Resolved to accept payment of monthly bills as presented

Ayes: Unanimous

UNFINISHED BUSINESS

- a. **Site selection update (no action)**
Realtor Perrydore will look into City owned land, and site south of old library, and report back
- b. **QSAC Review**
Draft Employee Handbook and policy revisions will be considered tonight.
- c. **Proposed Budget**
Retiree benefits lines have been adjusted with balance going to contingencies. Full-Time salaries need to be increased due to Director's pay increase.
- d. **Board Vacancy**
Nancy Quinn has indicated a willingness to serve if needed. She will be invited to next Board meeting.
- e. **Employee Handbook**
It was moved by Board member D. McMechan, supported by Board member J. Smith. Resolved to approve the Library's Employee Handbook as presented.

Ayes: Unanimous

NEW BUSINESS

a. Policy Revisions

Minor's Safety and Well-Being Policy: tabled

It was moved by Board member J. Smith, supported by Board member D. McMechan. Resolved to approve the Computer Printing Policy revision as presented.

Ayes: Unanimous

It was moved by Board member D. McMechan, supported by Board member J. Smith. Resolved to approve the Patron Code of Conduct Policy, being a reconciliation and revision of the Patron Code of Behavior Policy and the General Code of Conduct Policy, as presented.

Ayes: Unanimous

b. Policy Consideration (Exam Proctoring)

It was moved by Board member N. Schultz-Speck, supported by Board member D. McMechan. Resolved to approve the Exam Proctoring Policy as corrected.

Ayes: Unanimous

It was moved by Board member N. Schultz-Speck, supported by Board member D. McMechan. Resolved to approve a \$20 per student hourly fee for proctored exams.

Ayes: Unanimous

c. Library Card Replacement Fee

It was moved by Board member N. Schultz-Speck, supported by Board member D. McMechan. Resolved to approve a \$1.00 Library Card Replacement Fee as presented.

Ayes: Unanimous

OTHER BUSINESS

Board Member Smith recommended that the Library offer Zinio classes

Board Member Smith requested a press release about the new library cards.

PUBLIC COMMENT

None

ADJOURNMENT

The meeting was adjourned at 8:35pm

Next Meeting: **Tuesday, June 10, 2014 at 7 p.m.**

