

**CITY OF ESCANABA
LIBRARY BOARD OF TRUSTEES
MINUTES**

January 28, 2019

A meeting of the Escanaba Public Library Board of Trustees was held January 28, 2019 at 5:00 p.m. in Room C102 of the Escanaba City Hall/Library Complex, Escanaba, MI 49829.

PRESENT: Neil Hivala, Janice Hallett, Kathy Mason, Tammy Wiles, Peggy Schumann, Council Liaison, Carolyn Stacey, Library Director,

ABSENT: Elizabeth Keller

PUBLIC COMMENT: None

APPROVAL/CORRECTIONS(S) TO MINUTES: The minutes of November 26, 2018 were accepted on consensus.

APPROVAL/ADJUSTMENTS TO THE AGENDA: The agenda was accepted on consensus.

DIRECTOR'S REPORT:

Use Measures: Reviewed.

Financials: Reviewed.

Administration: The annual State Aid statistical report will be submitted by February 1 to ensure continuation of State Aid payments. The library will join the Superiorland Consortium for Internet service in FY 2019-20. Grants currently under consideration include an LSTA grant with a local history / digitization focus, as well as a grant from the Library of Michigan to support summer reading programming.

Library Programs/Services: Library staff will present a class on making herbal wellness products on February 14 at 6:30 p.m. The library received a grant from the Michigan Humanities Council Touring program which funds 40% of a visiting artist or musician. The Younce Guitar Duo will perform on February 21st at 6:30 p.m. Matching funds are provided by the Friends of the Library. Singer/songwriter Kitty Donohoe will perform a concert of Irish music on March 12th at 6:30 p.m. Sponsored by the Friends. An event featuring Marquette area poets and the U.P. Poet Laureate is scheduled for April 25th at 6:30, in celebration of April as National Poetry Month. Peggy Schumann has started a Photography Club that meets at the library. Library staff will visit Language Arts classes at the EUE to present information and resources to support young writers on January 30th. The library will receive a telescope for public use through a grant from the Delta Astronomical Society and the Hannahville 2% program.

Friends of the Library: The Friends will hold a book sale featuring children's and young adult titles on Saturday, February 9th from 11 – 1. The Friends will support the Michigan History Conference scheduled in Escanaba in June, 2019 by sponsoring an ad. The Friends will publish a winter newsletter in February in cooperation with the library. Trustees will be added to their mailing list for this purpose.

UNFINISHED BUSINESS: None

NEW BUSINESS:

A) Library Budget – FY 2019-20

Director reviewed the City budget calendar and preliminary details on library budgetary conditions for FY 2019-20. With no new revenue source, the budget strategy is to remain status quo and to stay as close as possible within the General Fund appropriation and revenues received. Until the Controller inputs wage and benefit numbers, there is no bottom line. At this time, the budget reflects simple annual operating increases where necessary, some additional funds for data hosting and minimal additions for staff training. Trustees support increasing staff training funds as much as possible. Additional details on the budget will be provided as process moves forward.

B) Capital Improvements

Director briefed the Board on the upcoming flooring replacement and intent to schedule electrical work. Director met with Architect Kyle Blomquist to tour the library and discuss ideas for potential renovations within the MEDC crowd-funding program. Without a specific project budget or scope (ideas only at this time), the recommendation is to take a more gradual approach; engage in some master planning to consider how to apportion the space available to the "first and best use" with a goal of putting together some type of project 2-4 years out. Next steps in the process will be to move ahead with new flooring and begin some space planning by reaching out to the public for input.