

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

February 25, 2019

A meeting of the Escanaba Public Library Board of Trustees was held February 25, 2019 at 5:00 p.m. in Room C102 of the Escanaba City Hall/Library Complex, Escanaba, MI 49829.

PRESENT: Elizabeth Keller, Neil Hivala, Janice Hallett, Kathy Mason, Carolyn Stacey, Library Director

ABSENT: Tammy Wiles, Peggy Schumann

PUBLIC COMMENT: None

APPROVAL/CORRECTIONS(S) TO MINUTES: The minutes of January 28, 2019 were accepted on consensus, with the correction of the spelling of Superiorland Library Cooperative.

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

DIRECTOR'S REPORT:

Use Measures: Reviewed.

Financials: Reviewed. Director will follow up on question regarding the calculations of un-funded liability in the pension expenditure line.

Administration: The library is currently running a public spaces survey on social media and web page to gather input / ideas for re-arrangement and/or renovation following flooring upgrade. Concurrently, discussing potential changes to staff workspaces with staff. Five staff will receive computer upgrades this month. This was a budgeted expense in the FY 18-19 budget.

Library Programs/Services: 16 people attended the DIY Spa Night (herbal wellness) event on February 14. 52 people attended the Younce Guitar Duo on February 21st Cabin Fever Booksale was well attended – 1,148 books sold. 73 in attendance at Lego Club. 17 students attended the EHS Student Book Club in February. 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's Photography Club, "Shutter UP" will meet monthly at the library. Programs will be minimal between mid-March and late April in anticipation of flooring installation.

UNFINISHED BUSINESS:

A) Library Budget – FY 2019-20

Board reviewed the budget that will be submitted for the next fiscal year. A lump sum payment to MERS by the City for unfunded liability results in an unanticipated expense of \$61,989 to the current fiscal year and a 24% increase to the pension line for FY 19-20. These costs will require that the library budget the use of fund balance for FY 19-20. Director will follow-up on question regarding the calculations for the allocation of unfunded liability.

B) Facility Improvements and Space Planning

Responses to the public survey on the use of public spaces were distributed for review. Selection of flooring material and schedule for installation will be complete by next month. The installation of new electrical outlets in the floor would complicate the process and is a very costly and unbudgeted capital expense. Other solutions (like furniture with built in outlets) will be considered and upgrading electrical infrastructure will be considered for longer-term. Discussion on staff input and use of space will continue.

NEW BUSINESS:

A) Cell Phone Use Policy

The library would like to implement a new cell phone policy in an attempt to ensure a quieter, less disruptive environment. Phones will need to be silenced prior to entering the building; patrons are requested to take conversations to the City Hall foyer. Kathy Mason made a motion to incorporate the new cell phone policy into the library's Safe Use and Conduct Policy, seconded by Neil Hivala, Motion passed.

ANNOUNCEMENTS: The next meeting will be Monday, March 18th at 5:00 p.m.

ADJOURNMENT: The meeting was adjourned at 5:55p.m.

Respectfully Submitted,

Carolyn Stacey, Library Director

Approved


Elizabeth Keller, Chair