

CITY OF ESCANABA
LIBRARY BOARD OF TRUSTEES
MINUTES
April 24, 2017

A meeting of the Escanaba Public Library Board of Trustees was held April 24, 2017 at 5:00 p.m. in Room C102 of the Escanaba City Hall/Library Complex, Escanaba, MI 49829.

PRESENT: Elizabeth Keller, Priscilla Green, Janice Hallett, Kathy Mason, Patricia Baribeau, Carolyn Stacey, Library Director.

ABSENT: Neil Hivala

PUBLIC COMMENT: None

APPROVAL/CORRECTIONS(S) TO MINUTES: The minutes of January 23, 2017 were accepted on consensus.

APPROVAL/ADJUSTMENTS TO THE AGENDA: The agenda was accepted as written.

DIRECTOR'S REPORT

Use Measures: Reviewed

Financials:

A comparison report was provided for the library budget, current through March, 2017. A report showing running fund balance, current through February, 2017 was also been provided.

Administration:

The preliminary budget for the library for FY 17-18 was approved by Council, maintaining the annual allocation of \$400,000. The Federal Budget includes a proposal to eliminate the Institute of Museum and Library Studies (IMLS). This would result in the elimination of the Michigan eLibrary, and all Library and Technology Services (LSTA) grant programs, and diminish services provided by the Library of Michigan. Contacting legislators to oppose this cut is critical. Library director visited the Dickinson County Library in Iron Mountain and the newly constructed Bay College Learning Resource Center in February. Library children's staff traveled to Marquette to attend an "Every Child Ready to Read" workshop. The library director will attend a Performance Outcomes Measurement workshop in May and an Advisory Board of Director meeting for the Superiorland Library Cooperative. Library director presented information on the STEAM program at a children's/YA services workshop in Iron Mountain on April 4. The project to upgrade the library's network wiring to "CAT 6" has concluded. The City Council recognized the good works and contributions of the Friends of the Escanaba Public Library with a "Good News" award on Thursday, April 20th at 7p.m.

Library Programs / Services:

March /April Outreach included visits to Northwoods Place, Bishop Noa Home and the Family Fun Fair at the mall. The library is hosting a regional training on "MobileCirc," new software and equipment that will allow staff to sign up people for library cards and check out items off-site. Volunteers have finished cataloging and organizing a large nautical chart collection donated by Richard Fink. An orientation to the collection will be presented by Marilyn Kinsey-Brown at 6:30 p.m. on Monday, April 24th. The Friends of the Library are working with the library director to plan an open house in September, to coincide with library card sign-up month.

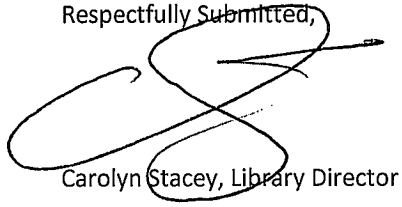
UNFINISHED BUSINESS: Strategic Plan Review: Trustees continued reviewing the goals and strategies contained in the Strategic Plan for 2015-2019. The director distributed an article on key questions for consideration and discussion when reviewing plans. Discussion centered on using volunteers to teach technology skills at the library, as well as marketing and promotion. The marketing plan developed by the director for use with the Friends in 2016 will be shared with the board at the next meeting. The library director will bring back any new evaluation and monitoring strategies learned from an upcoming workshop in Marquette on May 3rd on performance measurement. The original version of the plan will be retained, and completed tasks and accomplishments will be moved to the back of an updated document. Additionally goals will be transferred to an Excel spreadsheet for easier tracking and monitoring by the board.

NEW BUSINESS: None.

ANNOUNCEMENTS: Next board meeting is scheduled for May 22, 2017.

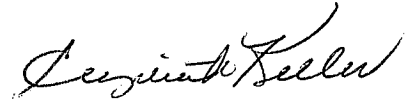
ADJOURNMENT: 5:59 p.m. on consensus

Respectfully Submitted,

A handwritten signature in black ink, appearing to be 'Carolyn Stacey', written over the text 'Respectfully Submitted,'.

Carolyn Stacey, Library Director

Approved

A handwritten signature in black ink, appearing to be 'Elizabeth Keller', written below the word 'Approved'.

Elizabeth Keller, Chair