

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

August 27, 2018

A meeting of the Escanaba Public Library Board of Trustees was held August 27, 2018 at 5:00 p.m. in Room C102 of the Escanaba City Hall/Library Complex, Escanaba, MI 49829.

**PRESENT:** Elizabeth Keller, Neil Hivala, Tammy Wiles, Kathy Mason, Carolyn Stacey, Library Director.

**ABSENT:** Janice Hallett, Peggy O'Connell Schumann

**PUBLIC COMMENT:** None

**APPROVAL/CORRECTIONS(S) TO MINUTES:** The minutes of June 25, 2018 were accepted on consensus.

**APPROVAL/ADJUSTMENTS TO THE AGENDA:** The agenda was accepted on consensus, with the addition of the item "UPRLC Annual Meeting" at the request of the director.

**DIRECTOR'S REPORT:**

**Use Measures:** Reviewed.

**Financials:** Reports current through June were reviewed. Note, Penal fines received were 18% higher than anticipated. Library director will provide some clarification on Renaissance Zone revenues at the next meeting.

**Administration:** Library director commented on the high volume of traffic and activity in the library over the summer. Bringing new staff up-to-speed and managing children's programs has been the focus of operations since June. Director will provide a list of library staff for the Board and work on staff profiles for the library's web page, per Board suggestion. Early planning has started for a new strategic planning process for 2019. Escanaba is hosting the annual meeting of the Upper Peninsula Region of Library Cooperation on Sept 25-26<sup>th</sup>. The agenda is included with this board packet. Pending board approval, library will host reception at 6pm on 25<sup>th</sup> (closing to public at 5pm). The Board is invited. Escanaba hosted a regional meeting for the purpose of gathering feedback for the annual plan of service for the Marquette Cooperative (Superiorland). A vacancy exists for Escanaba on the Superiorland Board. Please see Carolyn if interested.

**Library Programs/Services:** 21 people attended the Hale & Hearty Concert on August 2<sup>nd</sup>. Local Author Fair attendance on August 9<sup>th</sup> was 45 people. Evaluations were positive. Children's staff and volunteers participated in the Daily Press Back-to-School Open House (reaching an estimated 403 people). The Friends of the Library Open House is scheduled for September 8<sup>th</sup> from 11 – 1. The library will participate in an American Library Association campaign promoting September as National Library Card Sign-up Month. Upcoming displays include a collaboration with DCHS and Escanaba Schools to feature historical school-related items in September, observance of Family History Month in October and a local display of artifacts from the Heritage Center in Hannahville for November in recognition of Native American Heritage Month. Other promotions on the calendar include: Banned Books Week in September, Teen Read Week in October and National Novel Writing Month for November. An additional workstation dedicated to genealogy and local history resources has been added in the microfilm room. A station dedicated to digital newspaper and magazine viewing has been installed.

**Friends of the Library:** The Friends staffed a booth at the Waterfront Art Fair in August. Recent Friend's purchases for the library include a computer workstation dedicated to the use of Ancestry and local history/genealogy.

**UNFINISHED BUSINESS:** None

**NEW BUSINESS:**

**UPRLC Annual Meeting.** Escanaba is hosting the annual meeting of the Upper Peninsula Region of Library Cooperation on September 25<sup>th</sup> and 26<sup>th</sup>. 75 member libraries from the regional cooperative are expected. Sessions will take place at Bay College on the 26<sup>th</sup>. Hosting communities typically provide a networking reception the evening prior to the main meeting. The library director has proposed closing the library to the public at 5pm on Tuesday, September 25<sup>th</sup> for this purpose. Neil Hivala made a motion in support of closing the library to provide a networking reception for visiting libraries at 5pm on September 25<sup>th</sup>. Kathy Mason seconded. Motion carried.

**ANNOUNCEMENTS:** The next meeting will be Monday, September 24 at 5:00 p.m.

**ADJOURNMENT:** The meeting was adjourned at 5:45p.m.



Respectfully Submitted,

Carolyn Stacey, Library Director

Approved



Elizabeth Keller, Chair