

**CITY OF ESCANABA**  
**LIBRARY BOARD OF TRUSTEES**  
**MINUTES**  
February 27, 2023

A meeting of the Escanaba Public Library Board of Trustees was held on February 27, 2023 at 5:00 p.m. in the City Council chambers. The meeting was called to order at 5:00 p.m.

**PRESENT:** Tammy Wiles, Lynn Soderberg, Christina Economopolus, Priscilla Green, Tyler Dubord, Carolyn Stacey

**ABSENT:** Kathleen Cibula

**PUBLIC COMMENT:** None

**APPROVAL/CORRECTIONS(S) TO MINUTES:** The minutes of the January 2023 meeting were accepted on consensus.

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

**DIRECTOR'S REPORT:**

Financial reports and use measures were reviewed.

**UNFINISHED BUSINESS:**

A) FY 23-24 Budget Preparation. Administration informed Trustees that the library budget has a substantial deficit going into the next fiscal year, primarily due to the penal fine revenues coming in 32% lower than anticipated. The revenue streams are not keeping up with expenditures and there is not a fund balance to draw from to balance the budget. Reductions will be needed. More information will follow.

B) Service Area Contracts. Continued discussion of revised service area contracts for the upcoming fiscal year. A tiered system is proposed, whereby contract areas would receive 'basic' services in exchange for penal fines and state aid and additional services would be offered as 'optional' for an appropriation, millage, user fee or user fee with reimbursement from municipality. Sample contracts were distributed. Currently, administration is researching user fees and contract municipality requirements statewide.

**NEW BUSINESS:**

A) Safe Use & Conduct Policy Adjustment

The following adjustments were proposed to the Library's Safe Use & Conduct Policy: Remove: "Photographing library users or staff without permission" and replace with "Any conduct that interferes with use of the library, disturbs other users or disrupts the ability of staff to accomplish their duties is prohibited." Added: "Lying down to sleep or prolonged, disruptive sleeping" (prohibited), "Visitors must use headphones to listen to audible devices. Headphone volumes must be set so as not to disturb others." *P. Green moved approval of changes to the Safe Use and Conduct Policy, L. Soderberg seconded, motion passed unanimously.*

**ANNOUNCEMENTS:** The next Board of Trustees meeting is scheduled for Monday, March 27<sup>th</sup> at 5:00 p.m.

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

Respectfully Submitted,

  
Carolyn Stacey, Library Director

Approved,

  
Tammy Wiles, Chair