

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

December 18, 2023

A meeting of the Escanaba Public Library Board of Trustees was held on December 18, 2023 at 5:00 p.m. in the City Council chambers. The meeting was called to order at 5:04p.m.

PRESENT: Lynn Soderberg, Priscilla Green, Gail Brazeau, Christina Economopoulos, Amy Reddinger, Carolyn Stacey

ABSENT: Tyler Dubord

PUBLIC COMMENT: None

APPROVAL/CORRECTIONS(S) TO MINUTES: The minutes of the November 27, 2023 meeting were accepted on consensus.

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

DIRECTOR'S REPORT: Financials and use measures were reviewed. Administration: Priority projects and activities for December included gathering statistical data for the State Aid Report and researching establishment issues and history. A promotional brochure revision is in progress. Library staff has started the process of developing a "Customer Service Philosophy" in follow-up to the training received on staff development day. The process is expected to take 3 – 6 months. Services: Recent additions to the "Library of Things" include a PA system and a collection of cake pans. Programs: Over 70 people attended the recent Esky Baroque concert in the library. Santa storytime attendance is estimated at 75. A film discussion group and a winter reading program for teens and adults is in progress. The library expects to offer Connected Nation classes in February on device assistance and videoconferencing. Public programs for the Great Michigan Read (Firekeeper's Daughter) will be planned for mid-winter to early spring. *Failte* will perform at the library on March 14th. Outreach Services: Winter activities include a "Block Party" in partnership with the Great Start Coalition on January 20th at the Sandhill Apartments, visits and delivery to the Lake House Assisted Living Center and the Maple Ridge Senior Center in Rock. Sites under consideration for service include the West Highland Apartments and the Bishop Noa Home. Regional & Community Meetings Attended: UPRLC Conference Planning Committee, Superiorland Professional Development Committee, Advisory Board of Librarians, Escanaba Public Library staff meeting and Kiwanis. Friends Updates: The Friends have installed a new story in the storywalk for winter. Year-end gifts to the library will fund newspaper digitization (1952-1977), a collection "refresh" project and an overhead projector with portable screen for presentations. Events sponsored in December included a gift-wrapping station Esky Baroque, Santa Storytime and décor for the bookmobile. The Friends have enabled a book-theme "Open" sign for the drive-up window for improved visibility. The funding comes from a memorial of a former library employee.

UNFINISHED BUSINESS:

A) Library Trustee Manual – Section Review

Discussion and review of Chapter 5 – Funding, from the 2022 Michigan Public Library Trustee Manual. Sources of funding covered included local funding, millages by establishment type, contractual funds, tax increment financing, fundraising, 501c3 status, State aid, penal fines and federal funding.

NEW BUSINESS:

A) 2024 Regular Meeting Schedule – Approval

P. Green moved approval of the 2024 meeting schedule for the Board of Trustees, A. Reddinger seconded, motion carried.

B) City of Escanaba 2024-25 Budget Calendar Review

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ANNOUNCEMENTS: The next meeting is scheduled for Monday, January 22nd at 5:00 p.m.
ADJOURNMENT: The meeting was adjourned at 5:45p.m. on consensus.

Respectfully Submitted,


Carolyn Stacey, Library Director

Approved,


Lynn Soderberg, Chair