

**CITY OF ESCANABA
LIBRARY BOARD OF TRUSTEES
MINUTES
March 25, 2024**

A meeting of the Escanaba Public Library Board of Trustees was held on March 25, 2024 at 5:00 p.m. in the City Council chambers. The meeting was called to order at 5:00p.m.

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

ABSENT: None

PUBLIC COMMENT: None

APPROVAL/CORRECTIONS(S) TO MINUTES: The minutes of the February 26, 2024 meeting were accepted on consensus.

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

DIRECTOR'S REPORT: Financials, use measures, programs, outreach, professional development, and regional / community activities were reviewed.

UNFINISHED BUSINESS:

A) FY 2024-25 Library Budget – Review

Administration shared a memo from the City Manager explaining the need for reductions to departments, based on pension-related overhead costs. The recommended budget includes a reduction of \$25,000 from the General Fund transfer to the library, plus additional overhead costs for a total impact to the library budget of \$55,000. Personnel reductions to meet this target include dropping the Children's Librarian to 20 hours per week and accounting for the retirement of a Union Clerk in February 2025. The library's budget hearing is scheduled for 9:45 a.m. on April 9th. Comments from Trustees are encouraged during the public comment period.

NEW BUSINESS:

A) Library Trustee Manual – Section Review

As part of the on-going review of the Library of Michigan's Trustee Manual, Chapter 11, Friends of the Library, was discussed. It was noted that Friends, as a non-profit 501c3, are separate and independent from the library. The monies raised by the Friends belong to that organization. Further, there is no scenario under which the library – a governmental entity – could be operated by the Friends group and be considered legally established.

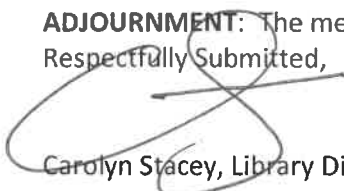
B) Long- Range Planning

Discussion took place on the need to prioritize long-range planning efforts. Staff reductions in the past few years have resulted in less time for administrative duties and bigger picture planning efforts, as the director is needed frequently for day-to-day operations and the duties of other staff. The strategic plan for the library expired in 2019. Other plans under consideration include a succession plan, crisis management plan, facilities plan, marketing plan and formal advocacy training. Trustees expressed support for prioritizing a succession plan, to address the potential for multiple upcoming retirements and further investigation into the formal strategic planning process.

ANNOUNCEMENTS: The next meeting is scheduled for Monday, April 22nd at 5:00 p.m.

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

Respectfully Submitted,


Carolyn Stacey, Library Director

Approved,


Lynn Soderberg, Chair