

## **MONROE COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES MEETING MINUTES**

1. At a Regular Meeting of the Board of Trustees of the Monroe County Library System held on July 8, 2013 at the Erie Branch Library, the meeting was called to order by Chairperson Elizabeth Taylor at 6:01 p.m. Roll call by Secretary Bourque followed:

Present: Elizabeth Taylor, Chair; Laurence Gregory, Vice-Chair; Maryanne Bourque, Secretary; Catharine Calder, Trustee; Fred Lux, Trustee; and Nancy Bellaire, Director

Staff: Lou Komorowski, Cindy Green, Jenn Saul, Christine Greggs

A quorum being present, the Board proceeded to transact business.

2. Motion by Secretary Bourque, supported by Trustee Calder to approve the agenda as revised. Motion carried.
3. Motion by Trustee Calder, supported by Vice-Chair Gregory to approve the minutes of the June 10, 2013 board meeting. Motion carried.
4. Under public comment, Public Relations Librarian Christine Greggs gave a brief presentation on the various ways MCLS is reaching out to our community using social media such as Tumblr, Twitter, and Facebook. Our Facebook page currently has 1679 followers. Ellis/Bedford Reference Librarian Jenn Saul presented our newly launched Pinterest site, another social media product.
5. Consent Agenda-Motion by Trustee Lux, supported by Trustee Calder, to accept the items on the consent agenda as presented, including the June Financial Reports, and place on file. Motion carried.

### 6. Committee Reports

**Finance Committee**-Mr. Gregory reported that Finance had met prior to the board meeting to review the financial report as well as the penal fine income for July. He indicated that we have received about 89% of our anticipated revenue for the year and that expenditures were running at about 48.6%. Penal fines for July were \$104,030.

**Facilities Committee**-Trustee Calder reported that Facilities minutes from our June 27 meeting are in the packet and shared pictures of the Ellis Rain Garden sign currently being quoted by local vendors.

**Policy and Personnel Committee**-Vice-Chair Bourque reported that P & P met this afternoon and will have two action items on the agenda as well as three vacant positions for consideration tonight.

**Technology Committee**-no meeting.

**Woodlands Update**—Trustee Gregory reported that the Woodlands Governing Board has offered the director's position to Kate Pohjola Andrade, who will assume her new duties in time to train with retiring director Jim Seidl. Trustee Gregory also reported that discussions continue about the possibility of ending the MichiCard program at the beginning of October.

**Legislative Update**—Vice-Chair Gregory reported that Michigan's budget for libraries for next year has increased by over one million dollars.

7. Unfinished Business—None.

8. New Business-Motion by Mr. Gregory, supported by Mrs. Bourque, to approve payment of the bills for the month ending June 30, 2013 in the amount of \$929,160.02. Motion carried.

Motion by Trustee Calder, supported by Vice-Chair Gregory to approve posting a 15 hour page position for Bedford due to a resignation. Motion carried.

Motion by Trustee Lux, supported by Secretary Bourque to approve posting a 3-6 hour page for Dorsch or Newport/South Rockwood due to a promotion. Motion carried.

Motion by Ms. Calder, supported by Mr. Lux to approve posting a 14 hour page position for Dorsch due to a promotion. Motion carried.

Motion by Secretary Bourque, supported by Trustee Calder to approve the modification of the funeral leave policy, adding "Part time employees may take an additional week off without pay with notification and approval". Motion carried.

Motion by Trustee Calder, supported by Trustee Lux to update the Patron Behavior Policy to include e-cigarettes, "The library is a designated smoke free environment and the use of any tobacco product "or e-cigarette" is prohibited. Motion carried.

9. Director's Report—Ms. Bellaire shared photos of a new feature in Bedford's Children's Garden, a colorful dragon, located in the northwest corner of the property. Staff continue to monitor news about the Affordable Care Act and take advantage of training/webinars as they are offered. We have been assigned a Paychex implementation team and our employee data is currently being loaded. Our first paycheck using "Paychex", will be issued for the July 19<sup>th</sup> payroll. Director Bellaire also reported on discussions regarding the possibility of leasing space at the Daume building to another non-profit or agency.

10. Board Comments

Trustee Calder remarked that she was grateful for the opportunity to attend the ALA Annual Conference and that it was inspiring to see so many people dedicated to their libraries.

Vice-Chair Gregory complimented Christine and Jenn on their presentations and is impressed by the progress that we've made in reaching out to our communities.

Secretary Bourque agreed, adding that our staff is doing a wonderful job with PR.

Trustee Lux and Chair Taylor thanked Christine and Jenn for the presentations.

11. Public Comment-none.

12. Announcements

Motion by Maryanne Bourque, supported by Catharine Calder to cancel the August board meeting. Motion carried.

Date of Next Board Meeting—Monday, September 9, 2013 @ 6 p.m. at the Vivian Branch , 2664 Vivian Road, Monroe, Michigan

13. Adjournment

Motion by Secretary Bourque, supported by Vice-Chair Gregory to adjourn the meeting at 6:50 p.m. Motion carried.

Respectfully submitted,

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Maryanne Bourque, Secretary

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Elizabeth Taylor, Chair