

## **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 November 14, 2016 at the Mary K. Daume Library Service Center, the meeting was called to order by Vice-Chair Bourque at 5:04 p.m. Secretary Calder called roll.

Present: Maryanne Bourque, Vice-Chair; Catharine Calder, Secretary; Bernie Smith, Trustee; Elizabeth Taylor, Trustee; and Nancy Bellaire, Director

Excused: Laurence Gregory, Chair

Staff: Lou Komorowski, Jennifer Grudnoski, Jodi Russ

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

2. Motion by Bernie Smith, supported by Betsy Taylor to approve the agenda as presented. Motion carried.
3. Motion by Trustee Taylor, supported by Secretary Calder to approve the minutes of the October 17, 2016 board meeting. Motion carried.
4. Under public comment, Bedford Community Librarian Jodi Russ and Bedford resident Gail Keane spoke to the board about the Monarch Butterfly and requested that they consider a resolution to support the adoption of the Monarch as Michigan's State Insect. Also under public comment, Ms. Russ and Dundee Community Librarian Jennifer Grudnoski updated the board on training that they received through the Harwood Institute for Public Innovation.
5. Consent Agenda - Motion by Secretary Calder, supported by Trustee Taylor, to accept the items on the consent agenda as presented, including the October 2016 Financial Reports, and place on file. Motion carried.
6. Committee Reports
  - Finance Committee** – No report. Financial information will follow in budget workshop.
  - Facilities Committee** – No meeting.
  - Policy and Personnel Committee** – No meeting.
  - Technology Committee** – Mrs. Smith reported that the Technology committee met last month and that minutes were included in the packets and that the Technology Department is on top of things and planning for the next Technology Plan update.

**Woodlands Update** – Ms. Bellaire reported that the Woodlands Audit wrap up meeting took place last month and that our administrative staff and Woodlands staff were congratulated for having another clean audit.

**Legislative Update** – Ms. Bellaire reported that the MLA Legislative Update is included in the packets.

7. Budget Workshop

Vice-Chair Bourque asked Director Bellaire to discuss the proposed 2017 budget starting with Revenue. Mrs. Bellaire said that the draft budget sets the expected revenue at \$7,415,368 which is up about \$167,480 from the \$7,247,888 figure approved for 2016. General Property Tax revenue, not including special categories, is expected to be up by about \$20,000 and our Penal Fine line item will remain at \$1,150,000, a conservative estimate based on historical data.

She said that proposed expenditures for 2017 have been calculated to be \$7,863,969, up \$32,092 from 2016's planned \$7,831,877. The percentage breakdowns for staff costs, including retiree costs, remain similar to those of the past several years, in the 71% range. She said that the Page I wage will increase in January to comply with the new minimum wage and that a \$0.40 increase in the Page II position wage is being recommended in the new budget. Services and supplies make up about 14% of the budget with about 10% allocated to materials.

8. Unfinished Business -- None.

9. New Business - Motion by Trustee Taylor, supported by Secretary Calder to approve payment of the bills for the month ending October 31, 2016 in the amount of \$216,461.91. Motion carried.

Motion by Trustee Taylor, supported by Secretary Calder to approve the resolution to support designating the Monarch as the State Insect of Michigan. Motion carried.

Motion by Trustee Taylor, supported by Trustee Smith to keep the Board's compensation at the 2016 level. Motion carried.

Motion by Secretary Calder, supported by Trustee Taylor to increase the wage scale by 1%, not including Pages, which was previously addressed in the proposed budget, effective January 1 or as required by Paychex, and also to grant a 2% one-time compensation adjustment based on current budgeted hours to be paid in December of 2016.

Motion carried.

Motion by Secretary Calder, supported by Trustee Smith to approve the MCLS Board Meeting Schedule as presented. Motion carried.

Motion by Trustee Taylor, supported by Secretary Calder to approve the holiday closings and Sunday hours for 2017 as presented. Motion carried.

Motion by Ms. Calder, supported by Mrs. Taylor to table the list of "It's a Fine Thing to do" partners for 2017 until December so that an additional partner could be identified. Motion Carried.

Motion by Catherine Calder, supported by Betsy Taylor, to go into executive session at 6:10 for the purpose of conducting the Director's annual performance review.

Smith: yes; Taylor: yes; Calder: yes; Bourque: yes. Motion carried.

The regular meeting resumed at 6:30.

Motion by Ms. Bourque, supported by Ms. Calder to grant Mrs. Bellaire a 1% salary increase in 2017 for the “Outstanding” performance review and a 2% one-time compensation adjustment lump sum payment in December, similar to that of the staff. Motion carried.

10. Director’s report - Ms. Bellaire shared photos of the South Rockwood building project, a new Little Free Library in Luna Pier, and an overflowing box of blankets donated as part of a Blanket Drive to benefit the homeless shelter in Monroe. She also provided a brief explanation of how the bed bug heater works.

#### 11. Board Comments

Trustee Smith commented that she is glad to hear that staff is working on the possibility of an LSTA grant and that the Frenchtown Library hosted a very nice author event for children’s authors. She also thanked Director Bellaire for doing such a fine job on the budget and for her performance.

Trustee Taylor also thanked Nancy Bellaire and said that she is looking forward to the new year and was glad that we were able to provide an increase for staff for 2017.

Secretary Calder congratulated Ms. Bellaire on another great evaluation and said that she is excited about the training provided by the Harwood Institute.

Vice-Chair Bourque complimented Mrs. Bellaire on her evaluation as well as the budget preparation and asked her to thank the staff for their input and help.

12. Public comment—none.

#### 13. Announcements

Date of Next Board Meeting - Monday, December 12 @ 5 p.m. at the Mary K. Daume Library Service Center, Monroe, Michigan

#### 14. Adjournment

Motion by Betsy Taylor, supported by Bernie Smith, to adjourn the meeting at 6:40 p.m. Motion carried.

Respectfully submitted,

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Catharine Calder, Secretary

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Maryanne Bourque, Vice-Chair