

**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 December 14, 2015 at the Mary K. Daume Library, the meeting was called to order by Chair Gregory at 5:00 p.m. Secretary Calder declared that a quorum was present.

Present: Chair Laurence Gregory; Maryanne Bourque, Vice-Chair; Cathe Calder, Secretary; Bernie Smith, Trustee; and Nancy Bellaire, Director

Excused: Elizabeth Taylor, Trustee

Staff: Lou Komorowski; Jadin Howton; Christine Greggs

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

2. Motion by Trustee Calder, supported by Secretary Bourque to approve the agenda as amended. Motion carried.
3. Motion by Vice-Chair Bourque, supported by Trustee Smith to approve the minutes of the November 9, 2015 meeting. Motion carried.
4. Motion by Vice-Chair Bourque, supported by Secretary Calder to open the Public Hearing on the Proposed 2016 Budget. Motion carried. The budget has been available at all branch libraries and a notice of tonight's hearing was published in the Monroe News. There was no comment from the public. Motion by Trustee Smith, supported by Vice-Chair Bourque to close the public hearing. Motion carried.
5. Committee members for the 1000 Books before Kindergarten program Jadin Howton and Christine Greggs presented board members with T-shirts and gave a brief update on the program including viewing of the video currently running at the Phoenix Theatre.
6. Consent Agenda -- Motion by Secretary Calder, supported by Trustee Smith, to accept the items on the consent agenda as presented, including the November 2015 Financial Reports, and place on file. Motion carried.
7. Committee Reports
Finance Committee – Ms. Bourque said that she had met prior to the board meeting with Director Bellaire to review financial reports for November and correspondence. She indicated that with 92% of the year complete, we have received almost 98% of our anticipated income including over 94% of our projected property tax revenue and we have spent about 82.7% of our proposed expenditures.
Facilities Committee -- No meeting.

Policy and Personnel Committee – Policy and Personnel met prior to the board meeting and discussed the agenda item relating to IRS tax forms and publications as well as progress made in securing sample copies of director performance evaluations.

Technology Committee – No meeting.

Woodlands Update – Mr. Gregory was unable to attend the November Woodland's Governing Board meeting but confirmed that plans to "go virtual" with their office were on track.

Legislative Update – Mr. Gregory said that Director Bellaire's report on legislative activities provided by MLA was thorough and discussed the proposals that would allow libraries to be notified about various tax captures in their communities.

8. Unfinished Business – Motion by Secretary Calder, supported by Trustee Smith to approve the proposed Fine Thing to Do roster for 2016. Motion carried.
9. New Business-Motion by Vice-Chair Bourque, supported by Secretary Calder to approve payment of the bills for the month ending November 30, 2015 in the amount of \$204,341.51. Motion carried.
Motion by Ms. Calder, supported by Ms. Bourque to adopt the Resolution concerning the 2015 year end budget adjustments. Motion carried.
Motion by Vice-Chair Bourque, supported by Trustee Smith to adopt the Resolution of Proposed Budget for 2016. Motion carried.
Motion by Secretary Calder, supported by Trustee Smith to approve posting a cataloger position for Collection Services, 40 hours, due to a promotion. Motion carried.
Motion by Secretary Calder, supported by Vice-Chair Bourque to approve posting a clerical position for Bedford, up to 24 hours per week, due to a promotion. Motion carried.
Motion by Trustee Smith, supported by Vice-Chair Bourque to approve posting a clerical position for Carleton, up to 15 hours, due to a promotion. Motion carried.
Motion by Secretary Calder, supported by Trustee Smith to approve posting a page position for Ellis, up to 10 hours, due to a resignation. Motion carried.
Motion by Vice-Chair Bourque, supported by Trustee Smith to approve 15 free copies per patron, per day when copying IRS forms and publications. Motion carried.
Motion by Trustee Smith, supported by Vice-Chair Bourque to table the proposed local history donation policy until revisions can be made.
10. Director Bellaire announced that the State's MelCat server update is now complete and interloaned items are now flowing in and out of our branches. She also shared information about a clogged sewer pipe at Ellis, discovered and repaired today.

11. Board Comments

The board thanked Jadin and Christine for the update on the 1000 Books before Kindergarten program and complimented them on the video. They also thanked Nancy Bellaire for her work on the budget. Ms. Calder said that she was excited to see all of the book club selections and the dictionary partnership with Rotary. Mrs. Bourque thanked Jadin and Christine for the “1000 Books” T-shirt and wished her colleagues a Happy Holiday Season. She said that 2015 has brought wonderful progress for MCLS. Chair Gregory echoed the comments of the other trustees and offered his thanks to all.

12. Under public comment, Jadin Howton offered her thanks to the board and said that she wished that the entire staff could see the hard work that the board does on behalf of our community and that they could hear the board’s praise and support of the staff. Christine Greggs thanked the board as well.

13. Announcements

Date of Next Board Meeting -- January 11 @ 5 p.m. at the Ellis Library and Reference Center, Monroe, Michigan

14. Adjournment

Motion by Secretary Calder, supported by Trustee Smith to adjourn the meeting at 5:42 p.m.
Motion carried.

Respectfully submitted,

Catharine Calder, Secretary

Laurence Gregory, Chair