

**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 9, 2015 at the Mary K. Daume Library Service Center, the meeting was called to order by Chair Larry Gregory at 5:04 p.m. Maryanne Bourque called roll.

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

Staff: Lou Komorowski

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

2. Motion by Trustee Taylor, supported by Vice-Chair Bourque to approve the agenda as presented. Motion carried.
3. Motion by Vice-Chair Bourque, supported by Trustee Calder to approve the minutes of the October 19, 2015 board meeting. Motion carried.
4. Public Comment – Lou Komorowski thanked the board for the opportunity to attend the Michigan Library Association Conference that was held in Novi.
5. Consent Agenda – Motion by Secretary Calder, supported by Trustee Smith, to accept the items on the consent agenda as presented, including the October 2015 Financial Reports, and place on file. Motion carried.
6. Committee Reports
Finance Committee – No meeting.
Facilities Committee–No meeting.
Policy and Personnel Committee –Policy and Personnel met before the board meeting and reviewed the 3-D printer draft policy and Fine Thing to Do requests, both appearing on the agenda tonight. P and P also directed Nancy to solicit samples of director’s performance reviews for possible revisions to our form, in place now for several years.
Technology Committee – No meeting.
Woodlands Update – Mr. Gregory reported that the Woodlands Governing Board received their final audit report and it was a good, clean, audit. Mr. Gregory also reminded the board that the Woodlands office would be “going virtual” at the end of the year. Woodlands meetings and events will be held at the Albion District Library. Financial and other historical records will be housed at Daume.

Legislative Update – Mr. Gregory suggested that board members review Nancy’s summary that was included in the board packets.

7. Budget Workshop

Chair Gregory asked Director Bellaire to discuss the proposed 2016 budget starting with revenue. Mrs. Bellaire said that the draft budget sets the expected revenue at \$7,247,888 which is up from the \$7,084,085 figure approved for our 2015 budget. Property Tax revenue is expected to be increased by about \$125,561 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 2016 have been set at \$7,695,674, up from 2015’s planned \$7,626,739. The percentage breakdowns for staff costs including retiree costs remain similar to those of the past several years, in the 70-71% range. She said that the Page I wage will increase in January to comply with the new minimum wage. Services and supplies make up about 14% of the budget with about 11% allocated to materials.

Mrs. Bellaire projected that we will end 2015 with approximately \$7,089,357, about \$5,000 more than we projected in the budget document last year.

8. Unfinished Business – None.

9. New Business – Motion by Trustee Taylor, supported by Vice-Chair Bourque, to approve payment of the bills for the month ending October 31, 2015 in the amount of \$238,267.15. Motion carried.

Motion by Vice-Chair Bourque, supported by Trustee Smith to keep the Board’s compensation at the 2015 level. Motion carried.

Motion by Secretary Calder, supported by Trustee Smith to increase the 2016 wage scale by 2.5%, for every level except for pages which were dealt with separately. Motion carried.

Motion by Secretary Calder, supported by Trustee Taylor to approve granting a 13th check to eligible Library retirees as calculated in the actuarial report. Motion carried with Trustee Smith abstaining.

Motion by Vice –Chair Bourque, supported by Trustee Taylor to approve the proposed board meeting schedule for 2016. Motion carried.

Motion by Secretary Calder, supported by Trustee Smith to approve the holiday closings and Sunday hours for 2016. Motion carried.

Motion by Trustee Smith, supported by Vice-Chair Bourque to approve the list of potential partners for the “It’s a Fine Thing to Do” 2016 program with the final version to appear under old business in December. Motion carried.

Motion by Secretary Calder, supported by Trustee Taylor to grant Mrs. Bellaire a 1/2% salary increase, in addition to the previously approved 2% increase, retroactive to her review in October, in order to match the increase approved for the 2016 wage chart. Motion carried.

Discussion followed regarding the retirement of Attorney R. Bruce Laidlaw. Mrs. Bellaire will seek information about the two known specialists in Library Law and come back to the board with a recommendation.

10. Director's Report – Mrs. Bellaire shared statistics about Boopsie, MCLS' Mobile App. Our usage from November 14-August 15 was 1,021,784—up from 747,795 last year. She indicated that staff workflow changes due to two retirements in Collection Services will allow us to bring our statistical reporting back in-house. We anticipate that this change will take place early in January. Director Bellaire reported that she had been nominated to run for a seat on the Michigan Library Association Board of Trustees. The board encouraged Mrs. Bellaire to pursue this possibility. She updated the board on an unofficial Penal Fine distribution of \$103,048 this month. We would require a distribution of \$82,853 next month to meet our conservative budget projection of \$1,150,000 for 2016.

11. Board Comments

The board thanked Nancy Bellaire for good financial stewardship and for making the budget process a smooth, easy to understand, process. Trustee Calder said that she is thrilled to see so many great programs and that we are spending our materials budget. She said that she is happy to see no cuts and that we are expanding a bit. Trustee Smith said that she is glad to see the Writers on the River program continue to succeed.

12. Public Comment – None.

12. Announcements

Date of Next Regular Board and Budget Meeting—December 14 @ 5 p.m. at the Mary K. Daume Library Service Center, Monroe, Michigan

13. Adjournment

Motion by Betsy Taylor, supported by Maryanne Bourque to adjourn the meeting at 6:24 pm. Motion carried.

Respectfully submitted,

Catharine Calder, Secretary

Larry Gregory, Chair