

**Minutes-Board of Trustees
Sturgis District Library
Tuesday, October 2, 2018, 5:15 PM**

Call to Order/Roll Call: 5:24 Present: Betty Ross, John Polzin, Carol Wallman, Frank Kalasky, Mary Beth Brenneman, Beth Bond, Todd Reed. **Absent:** Jill Bobalik, Gina Whitehead.

Approval of Agenda: Approved by consensus.

Public Comment: No public in attendance.

Approval of Minutes: September 4, 2018 minutes approved by consensus with corrections (John Polzin absent; in Public Comment section, All board member's phone numbers...; in Director's Report section, Computer Use for July: 945).

Bills and Treasurer's Report: Approved by consensus.

Correspondence: Flagstar bank promotional literature.

Director's Report:

Distributed copies of current By-Laws to all Board members.

Distributed final 2017-2018 FY financial reports. Total income \$693,752.75, Total expenses \$624,106.62. Approximately \$15,000 in expenses to be added.

Door count for August 2018: 5,024

Computer usage for August 2018: 1,013

Purchased 20 new computers (15 public, 2 children, 3 staff) at \$812.00/each directly from Dell. Charged to 2018 972.000 account.

Todd and Michelle attended the Exchange Club meetings on Sept. 6th and 20th.

Hosted a speaker for "Parenting in a Digital World" on September 29th.

Hired Myah Troyer as a student assistant.

Hosted Sturgis Depot "Windows to Our Past" entries.

New "cloud" light covers ordered for children's room.

New sign for parking lot has been delivered and will be installed in the near future.

Summer reading final numbers:

Preschool 131

K-2 77

Grades 3-5 128

Old Business:

Carol to sign mid-month checks on October 19th.

Todd distributed an e-mail from Mike Wilson of Norman and Paulsen dated 10/01/18 stating that it is not necessary to correct line item expenditures for overruns if total budget expenditure is not exceeded.

Reviewed a draft copy of the pamphlet listing all Library services. Suggestions for assisting patrons to navigate in the library included posting a large layout on the wall or signs hanging from the ceiling. Creating a guideline for new employee training explaining library services which could also be distributed to new patrons. A general discussion followed regarding public outreach. Suggestions were corner neighborhood "birdhouse" libraries and a bookmobile to park at various locations around the city including the public school summer feeding sites.

New Business:

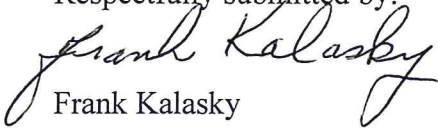
Motion by Mary Beth, support by Carol, to approve the 2018-2019 Fiscal Year Board meeting dates per distributed list. Motion passed 6-0.

Since Beth, Mary Beth, Jill and Carol will not be available November 6th, a motion was made by Carol, support by John, to reschedule the November 6th meeting to November 13th. Motion passed 6-0. (Betty to sign early month checks on 11/06.)

Adjourned: 6:25 PM.

Next Meeting: Tuesday, November 13, 2018 at 5:15 PM.

Respectfully submitted by:


Frank Kalasky