

Sturgis District Library
Board of Trustees Minutes
Tuesday, December 4, 2018

Call to Order/Roll Call: Frank Kalasky called the meeting to order at 5:15 P.M.

Present: Frank Kalasky, Jill Bobalik, Todd Reed, Gina Whitehead, John Polzin, Carol Wallman, Beth Bond.

Absent: Mary Beth Brenneman and Betty Ross.

Approval of Agenda: Approved by consensus

Approval of Minutes: Approved by consensus

Public Comment: None

Bills and Treasurer's Report: Accepted by consensus

Correspondence: A thank you card from Betty's family.

Director's Report:

- Door count for Sept. 2018: 4728 Computer usage Sept. 2018: 947
- Todd and Michelle attended the Oct. 4, Nov. 1, and Nov. 15 Exchange club meetings.
- 15 new public computers along with 3 new routers have been installed. Patrons may now print in color.
- Still waiting for the lighting quotes.
- Lego party, adult trinket box, and adult paper Christmas tree were all well attended.
- We are leasing 3 pieces of art from the Sturgis Council of the Arts.
- Michelle checked into 1,000 Books before Kindergarten but feels it may not be successful.
- Todd has looked into a van to purchase to take to events.
- A new sign holder has been installed out front.
- We are creating a new Grinch backdrop and updating the costume to match the new Grinch movie.
- Completed Staff Training: Erin and Jenny - Reader's Advisory, Bea MARC records, Todd, Michelle, Julie, and Bea Technology Teaching 11.
- Door count for Oct. 2018: 4,616 Computer usage Oct. 2018: 822
- Grinch photo op attracted about 500 people
- The Grinch also made an appearance at the "Christmas in the City" event.
- Annual training reviews in positive customer service and life-long learning will take place.

Old Business:

1. Carol will sign checks on Tuesday, December 18.
2. The Fund Balance Allocation (395,000) has been designated as \$300,000 for millage and the remainder for various library projects including a possible liaison for the schools.

New Business:

1. Discussed using some memorial funds received to place a sheltered bus stop out front. City of Sturgis appears to be on board.
2. Discussed purchasing a vehicle (van type) for event management. Todd will continue to check into this.
3. Todd wants to update the work guidelines for employees about doing non-work related things during work time. He will contact local lawyers to update the Employee Handbook.

Adjourned: 6:35 PM

Next Meeting: Tuesday, December 4, 2018 at 5:15 P.M.

Respectfully submitted by: *Jill Bobalik*