

**Minutes-Board of Trustees
Sturgis District Library
Tuesday, March 5, 2019, 5:15 PM**

Call to Order/Roll Call: 5:15 Present: Betty Ross, John Polzin, Carol Wallman, Frank Kalasky, Mary Beth Brenneman, Beth Bond, Todd Reed. **Absent:** Jill Bobalik

Approval of Agenda: Approved by consensus with additions for election of officers and Director's review.

Public Comment: No public in attendance.

Approval of Minutes: February 5, 2019 minutes approved by consensus with adjustments: (John Polzin tardy; addition of Jeff Williams in Present section; in Director's Report section, Todd has contacted area libraries; in Old Business section, ...possibility of purchasing a used vehicle to ~~purchase~~ for a bookmobile).

Bills and Treasurer's Report: Approved by consensus.

Correspondence: None

Director's Report:

Todd has e-filed for E-Rate funding to reimburse the Library for eighty percent (80%) of the Fiber Internet (\$6,470) and new firewall installation (\$3,000).

Door count for January 2019: 3,806

Computer usage for January 2019: 626. Adverse weather conditions may have influenced both door count and computer usage for the month.

Todd and Michelle attended the Exchange Club meetings on February 21st.

Todd and Michelle are in contact with the public school administration to confirm arrangements for Summer Reading Lunchtime visits with the new bookmobile.

Todd met with the Three Rivers Library Director to discuss continuing the One Book, One County program.

Todd, Michelle, and Beatrice Yarborough participated in the Sturgis Schools Business Partner program.

Todd and Michelle met with the New Sturgis Auditorium Director, Sheila Bolda.

Old Business:

Betty to sign mid-month checks on March 19th.

Todd updated the group on the progress made on the purchase of a vehicle to use as a bookmobile. He shared a quote for a 2018 Dodge Ram 2500 Promaster cargo van provided by LaFontaine Chrysler Dodge in Saline, Michigan. He would prefer a black van and Dodge has this color option more readily available than Ford. Todd has contacted our insurance provider and the estimated cost for auto insurance on a vehicle would be approximately \$2,000 per year.

No special operator licensing is required to drive this size van (Todd will confirm). Todd is reviewing the available options and would like to purchase the vehicle in the next month.

Todd also distributed various designs for exterior decals.

New Business:

Discussed employee insurance (health, dental, eye, and life) quotes for the next 12 months. We will renew with United Healthcare which includes an 8.8% increase in cost.

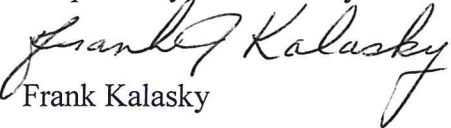
A motion was made by Frank, support by Mary Beth to retain the same slate of Officers (Betty-President, Mary Beth-Vice-President, Carol-Treasurer, Jill-Secretary) for the 2019 calendar year. Motion passed 7-0.

After excusing Todd from the room, a discussion was held regarding the annual review for the Director. Betty distributed a recap of the information submitted by all the Board members the previous month regarding Todd's performance and suggested goals for 2019. Todd achieved a cumulative score of 4.4 out of 5.0 possible points. 2019 goals were reviewed. General consensus was that Todd is very passionate about the District Library, has made distinct improvements in his involvement with the City, and is doing a commendable job. A motion was made by Gina, support by Beth, to increase Todd's annual salary by three percent (3%) starting March 1, 2019. Motion passed 7-0. Betty will discuss the review (including 2019 goals) with Todd when she signs checks on March 19th.

Adjourned: 6:15 PM.

Next Meeting: Tuesday, April 9, 2019 at 5:15 PM.

Respectfully submitted by:


Frank Kalasky