

Three Oaks Township Public Library
December 11, 2018 Regular Board Meeting Minutes

Meeting called to order at 6:31 p.m. by President David Pollack. Present: Julie Sittig, Dustin Blaszczyk, Joan Brown, Brandi Cardwell, Debi Kearney, and Cheryl Kersey.

Motion by Julie to approve the Consent Agenda as presented, seconded by Debi, all ayes, none opposed, motion carried.

Public Comment: None.

Unfinished Business:

Grants – nothing to report.

Budget – Cheryl reported as of November 30, 2018 the Library Fund had \$339,216.24
After 73% of the fiscal year payroll is at 63% and all budget line items are under the budgeted amount.
The Penal Fines Report for November has not arrived yet.

Building Maintenance –

- Fabric for chairs in Community Room - David said this will be revisited at the January board meeting. No discussion at December meeting.

Cheryl explained she would like to call Olson Electric to install several new floor outlets to address the many extension cords and power strips currently being used in the staff work area behind the circulation desk. There is money left in this year's Building Maintenance line item. Discussion followed. Motion made by Joan for Cheryl to contact Olson Electric to have this work done without further discussion and not to exceed \$2,000.00. Seconded by Debi. All ayes, none opposed, motion carried. Joan asked David if \$2000 seemed an appropriate figure. David told Cheryl he would come in and review the situation before she calls Olson Electric because this was his profession.

Patio/Pergola/Parking Lot –

Fence between library and building to the north – David noted that this will be revisited later but nothing will be done over the winter.
No discussion at December meeting.

Friends of the Library – Seven people came to help decorate the library on November 28. Discussion followed. Debi suggested the library should purchase plastic stackable storage containers for the Christmas decorations. Joan suggested purchasing some new ornaments and decorations. Dustin questioned if this was something for Friends of the Library. Discussion followed. David said this was appropriate for Cheryl to do without a motion.

Library/Museum Relations – Nothing to report.

Other – nothing to report.

Director's Report – report attached. Discussion on Patron Code of Conduct policy followed. Cheryl has the authority to tell someone to leave based on their behavior. Joan suggested telling the person in writing as documentation. Dustin suggested she give the individual a copy of the policy that she has signed and dated.

New Business:

School of American Music Lease – Joan suggested leaving the monthly lease amount the same for another year. Discussion followed.

Other –

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Joan brought up that members of the Friends of the Library and Cheryl will be meeting with a representative from the Pokagon Fund on Thursday, December 13 to discuss putting Little Free Libraries in Three Oaks. Discussion followed.

Cheryl showed everyone her list of long-range projects for the library. Discussion followed. Cheryl was instructed to contact contractors to seal off the fireplace chimneys.

Dustin asked about a new light for the flag on the roof. Discussion followed.

Motion to adjourn by Debi at 7:15 p.m.; seconded by Dustin all ayes, none opposed, motion carried.

Next regular meeting: Tuesday, January 8, 2019, at 6:30 p.m.