

**The Grosse Pointe Public Library
Minutes of a Regular Meeting of the Board of Trustees
February 15, 2018**

There was a planned meeting of the Grosse Pointe Public Library Board of Trustees at the Central Library, 10 Kercheval Ave., Grosse Pointe Farms, Michigan on February 15, 2018. The meeting was called to order at 6:30 P.M. by Elizabeth Vogel, President. Present were Trustees Elizabeth Vogel, Sandy MacMechan, Greg Ulrich, Robert Klacza, Paul Rentenbach and George Lapastora. Kim Valice was excused. Jessica Keyser, Library Director, was present.

Approval of Agenda

Sandy MacMechan moved to approve the agenda as amended to address item XV, Friends Report, before item VIII, Director's Report, and Robert Klacza supported. The motion was approved by a vote of 6-0.

Approval of the January 18, 2018 Regular Board Meeting Minutes

Sandy MacMechan made a motion to approve the January 18, 2018 Regular Board Meeting Minutes as amended and George Lapastora supported. The motion was approved by a vote of 6-0.

Approval of the February 5, 2018 Special Board Meeting Minutes

Sandy MacMechan moved to approve the February 5, 2018 Special Board Meeting minutes and George Lapastora supported. The motion was approved by a vote of 6-0.

Presentation of the 2016-2017 Audit by Lisa Manetta and Heather Crowley of Plante Moran

Lisa Manetta of Plante Moran introduced the 2016-2017 audit explaining the audit took place late this year due to Central HVAC work, but once started was completed in the expected time. Plant Moran offers a clean, "unmodified" opinion to the Library which is the opinion wanted. The audit looks different as the Capital Fund was combined with the General Fund this past year. Heather Crowley presented a slide presentation showing the Library's position over the past four years. The General Fund has been consistent with 93% of revenue coming from property taxes. Expenditures have been consistent year over year. Expenses have decreased even as revenue has increased which shows conservative effort to stay in budget. Salaries and benefits remain the Library's biggest expenditures. The Library has a Fund Balance of \$8.2 million although only \$5.2 million is available due to the timing of property tax distributions. Lisa Manetta concluded the presentation saying there were only a couple of journal entries and comments needed. This was less than usual due to the pre-audit work by SK&T.

Presentation of the Balanced Scorecard for Q2 by Becky Davenport of Strategiz

Becky Davenport presented the Balanced Score Card for Q2 saying all objectives are green and yellow with no reds, meaning everything is moving ahead. There are some areas with room for growth which will be aided by the hiring of a new Marketing Director. Professional Development has lofty goals, but the Library staff is striving to reach them.

Director's Report

Library Director Jessica Keyser announced Kerri Manos, Administrative Assistant, delivered a healthy baby boy. While Kerri is on Parental Leave, Kim Hart will work extra hours. An electronic board packet system suggested by Paul Rentenbach is being explored and implementation is expected in March or April. Library staff offers recognition of exemplary work by fellow staff with Above and Beyond awards. These will be included in future board packets. Authors for Books on the Lake have been made public. Yaa Gyasi, Garth Stein and Meg Gardiner will be the feature authors this year. A custom Library Book Bike has been ordered and should be seen in the community this summer. The fish tank donated by the Valente family is in place at the Woods branch. An unveiling will be announced soon.

Action Items

Approval of Monthly Check Register. The Director reviewed the check register. Robert Klacza moved to approve the monthly check register and George Lapastora supported. The motion was approved by a vote of 6-0.

Information and Discussion

Finance Report: Library Director, Jessica Keyser, presented the financial statements to the Board for discussion. The January credit card statement is included.

Committee Reports: Millage Campaign: Elizabeth Vogel reports preliminary meetings have taken place with Bill Schroer and community representative. Focus groups should take place in March. Community involvement will be critical for the success of the campaign.

Friends of the Library Report

Joann Dennis reports the Friends of the Library Book Sale started today at Woods and was very busy. The Friends have started collecting bags for the Books, Bags and Bagels sale in March. Any leftover bags are donated to Full Circle.

Grosse Pointe Library Foundation Report

There was a Foundation Board Meeting February 13, 2018 led by the new Director, Beth Vernon.

Old Business

Paul Rentenbach asked if the Union had accepted the Library Board's offer to extend the contract through 2019. Jessica Keyser replied there has been no official response.

New Business

None.

Public Comments

Eileen Proudlock, Grosse Pointe City, asks the Board to consider making the Public Comments a forum for discussion between community and the Library Board.

Comments by Trustees

None.

Announcements of Future Meetings of the Board

Elizabeth Vogel announced the next regular meeting of the Board will be held on Thursday, March 22, 2018 at the Central Library at 6:30 P.M.

Upon motion made and seconded, the meeting was adjourned at 7:30 P.M.

Respectfully submitted,

Sandy MacMechan