

Fraser Public Library  
Board of Trustees Meeting Minutes  
June 11th, 2018  
(Approved)

1. **Call to Order:** President Usndek called meeting to order at 4:03pm.

2. **Attendance:** Lorena McDowell-Director, Dana Usndek, Tina Bullis, Michael Wettstein, Kathryn Parrott, Marlene Hoeft, Molly Christiansen Absent: None

3. **Approval of Minutes:** Member Bullis motioned to approve the May meeting minutes. President Usndek seconded. All in favor. Motion passed.

4. **Directors Report:** Director McDowell presented May Statistics and Fund Reports. Budget Amendments were also presented to the board. Member Christiansen made a motion to approve amendments to the 2018-19 budget. Member Hoeft seconded. All in favor. Motion carried.

Director McDowell made a suggestion to the board to increase frequency of regular board meetings held throughout the year. Board discussed holding 4 additional meetings to be added to next year's schedule in February, April, August, and October. Vice-President Bullis made a motion to approve adding 4 additional regular meetings to next year's schedule. Member Hoeft seconded. All approved. Board voted to hold a special August meeting to discuss various policies, with the intent of approving new set meeting schedule at the annual board meeting in September.

Wood with fabric chairs have been donated to the Library by Speed Clean Services. Secretary Parrott to follow up with Thank You note.

Director presented copies of Patron Behavior Policy to the board for review as drawn up by Library Attorney, as well as Display Spaces and Bulletin Board Policy, and Public Relations/Media Policy. Board of Trustees to read all documents and discuss/approve at next meeting in August.

Director McDowell was given approval to post for the position of Head of Programing and Youth Services as a full-time position.

LPI newsletter - first one to be published in October. Publication will be printed in conjunction with Fraser Parks and Recreation, and the Fraser Senior Center. Look for it in the local C&G Newspaper.

Friends of Fraser Public Library Agreement was also approved and signed by FoFPL.

5. **President's Report:** None

6. **Secretary's Report:** Proposed Resolution for Proposed 2018-19 Budget, along with the 2018 Tax Rate Request Form (L-4029) was filed with the City of Fraser Clerk, Kelly Dolland, as well as the Macomb County Clerk, and the Macomb Equalization Department.

7. **Committee Reports:** None

**8. Old Business:** Director McDowell submitted some examples of Library Director Evaluations from other libraries. Board agreed to establish a separate committee consisting of President Usndek, and members Hoeft, and Christiansen, to write wording for Director's evaluation and to submit to the board at August meeting. Member Hoeft brought up the need to have Board of Trustees Evaluation in the future as well as each board member come up with some set goals to attain regarding the Library and it's operations, mission statement, etc. Board to present individual ideas and discuss at next meeting.

Member Hoeft provided historical information about Library's establishment from St. John's archives.

Vice-President Bullis reported t-shirt order has been placed. Informed board there will be a quantity of approx. 80 shirts left over to sell.

**9. New Business:** Library needs volunteers for Storytime in the Park. Must have background check done through city. Any board member willing to volunteer for summer activities and programs is appreciated.

Vice-President Bullis talked about the upcoming City of Fraser Parade, and what the library would do to show its presence in the community. Asked board members to volunteer to walk in the parade to be advocates for the Fraser Library. Parade will take place on **Saturday, July 22nd**. Committee of Bullis and Parrott formed to handle details of library's representation and participation in parade.

Discussed need for Fiscal Agency Agreement letter with the city. Vice-President Bullis proposed this letter be drawn up A.S.A.P. to be reviewed by the board. Treasurer Wettstein seconded. Secretary Parrot to review Meeting Room Policy and present any proposed changes at next meeting.

**10. Citizen Participation:** There were no citizens present..

**11. Adjournment:** President Usndek motioned to adjourn meeting at 6:12pm.

NEXT SPECIAL MEETING: Monday, August 13th, 2018