

## DRAFT MINUTES

### Library Board of Trustees Meeting

Thursday, January 19, 2017 7pm

1. Call to Order at 7:01 by Frank Sosnowski, Board President  
Present: Board Members Frank Sosnowski, Ron Kangas, Mary Beth, Kane, Elizabeth Campion.  
Library Director Kristen Valyi-Hax
2. Approval of Meeting Agenda. Motion made to approve the agenda by Elizabeth Campion.  
Seconded by Mary Beth Kane. All in favor.
3. Approval of Minutes from December 16, 2016. Typographical errors were found in sections 4.A and 4.C. Mary Beth Kane made a motion to approve the minutes with the errors corrected.  
Elizabeth Campion seconded the motion. All in favor.
4. Reports
  - A. Board President's Report. Frank Sosnowski continues his visits to the library to check in with staff. He finds everyone to be happy and the library is running smoothly.
  - B. Treasurer's Report: Most of the budget is complete for 2016 although a few more invoices are trickling in. Revenue is greater than expenditures for the year, as it should be. Kristen Valyi-Hax did draw attention to unexpected revenues and expenditures that fall under 'Miscellaneous'. Those are the bills and insurance payment for the flood damage repair.
  - C. Staff Reports. Submitted on paper. Kristen Valyi-Hax verbally added two additional items to the Director's Report.
    1. The library has set up an artist's display area near the magazine racks. The first artist for Artists in the Library will be Raphael Beden.
    2. The company that handled the flood repair, ServPro, usually gives a Finder's Fee to the person who calls them to handle repair work. In this case, the check would go to Kristen Valyi-Hax. Kristen cannot personally accept a check for ethical reasons and because it is against city regulations. She has discussed with ServPro the possibility of having the amount used as a credit toward future maintenance or cleaning work ServPro could do for the library.
5. Ongoing Business
  - A. Strategic Planning. Kristen Valyi-Hax wants to make the library strategic plan more than a to-do list. She would like it to be a plan for how to best use limited resources for the most effective library possible, now and in the future. She envisions looking at the library as a whole and then target areas that can be improved. As staff and board members get new ideas they would be examined to see if they fit a particular target and then integrated into the plan to improve the library.
  - B. Library Board Officer Election
    1. Frank Sosnowski announced that he was interested in continuing as Board President. He ran unopposed and was elected unanimously.
    2. Ron Kangas announced that he was interested in continuing as Board Vice President. He ran unopposed and was elected unanimously.

3. Treasurer was an open seat following the departure of Mary Kingston from the board. Mary Beth Kane asked for clarification of the role of Treasurer. She ran for the position unopposed and was elected unanimously.
4. Elizabeth Campion agreed to continue as recording secretary, an unelected position.
- C. 2017 Library Board Committees:
  1. The Budget Review Committee will consist of Mary Beth Kane and Ron Kangas, working with Kristen Valyi-Hax.
  2. The Director Evaluation Committee will consist of Frank Sosnowski and Elizabeth Campion.
  3. The Policy Review Committee will consist of Frank Sosnowski and Elizabeth Campion.
  4. When a new board member is found, that person will be encouraged to join the Budget Review Committee, bringing membership to three. Once there are three people on a committee, meetings will need to be public and announced in advance under the Open Meetings Act.
  5. Mary Beth Kane will be re-sworn in as a Board Member before the February meeting.
6. New Business
  - A. Board Training—Discussion of United for Library Worksheet, ***Effective Meetings for Library Boards of Trustees***. Mary Beth Kane noted that she liked the idea to add Action Item to relevant items on the Library Board Meeting Agendas. Kristen Valyi-Hax agreed to try this for future meetings.
7. Call to Board: Ron Kangas mentioned that the AARP will again be doing taxes including for those people who did not file in 2016. He personally helps with taxes at St. Jude Church in Detroit, but the AARP will be at the HWPL starting on February 7.
8. Public Comment: No public present.
9. Adjournment 8:26 PM by Frank Sosnowski, Board President.