Ishpeming Carnegie Public Library

Board Minutes September 21, 2023

Present: Elyse Bertucci, Darren Boldt, Paul Olson, Kaylee Reno, and Brooke Routhier. Jesse Shirtz, Library Director was present. Absent: none; Public: none.

Meeting called to order at 6:59 PM.

Motion by Elyse Bertucci and second by Darren Boldt to approve the August 17, 2023 meeting minutes as presented. Motion passed.

Public Participation: none.

Librarian's Report:

Jesse Shirtz, Library Director, presented the monthly library report for August. The circulation and other service numbers were compared on a year over year basis. The door counter at the upper door remains failed but has been repaired and will be sent back. The Children's room counter is still functional. Adult outreach is continuing at the Senior Center and Bell Hospital. A Senior Center bookclub is being started as part of adult outreach. Townships are being visited as outreach events for information and library card registering. DPW staff is following up on the ramp and column repairs. Program attendance has been very high.

- Circulation: Circulation and attendance are up. August was a new record for highest month of circulated items ever recorded. June had been the highest month of circulated items ever recorded.
- Calendar of events was included. There were 50 patrons at the first Homeschool Hangout.
- Budget report: There is no budget report this month from the City but the budget in the old format that was presented and expenses are tracking with the budget. Presented with invoice copies.
- Book bills: Book invoices were reviewed, and the summary was signed by the library board.
- Association of Friends of the Ishpeming Carnegie Public Library (FOL) is holding their first in person Lyceum in September.
- Sustainable Shelves: Model has been changed to exclude recycle – only books for resale will be accepted for credit. Discussion of alternative methods to recycle were discussed such as a donation box for books designated as to be recycled.
- Beanstack: Information on accounts and activities was provided by age group. Very nice increase from the summer reading program.

Committee Reports:

Finance: The finance committee has met twice since the August meeting to review the 2024 budget and staff hours for the circulation and attendance increase. Circulation and attendance have increased by roughly 40% for 2022 and 2023 compared to the previous 4 years (pre-covid). The goal is to increase staff hours to match the increase in circulation load over the next 2 to 3 years. Several options for staff hour increase to manage the increase in service to the City were discussed.

Communications: none.

Unfinished Business:

- Tousignant donation: Develop a list of potential "enhancement and enrichment" that would be in the spirit of the Tousignant family donation. A definition of the spirit of the donation should be developed. No update this month.

- The Children's room redesign (Friends will cover up to $15,000 for the renovation plan). No update this month.
- Future Building maintenance/upgrades were discussed for potential 5 year planning:
    - Ramp condition – DPW is having some people look at the ramp
    - Roof repair – recent leak from the drain. It was last cleaned in spring this year.
    - heating system repairs
    - Front steps deterioration
    - Tile repair
    - Ivy growing on west wall – does it need to be removed?
    - Picture rail for donated art display – more items would be able to be displayed
    - Interior design assistance for the YA reading area
    - potential beautification of the land immediately surrounding the library
- Policy manual review, revision and updating will resume in October.
- 2024 Library Budget. Motion by Kaylee Reno and second by Darren Boldt to approve the 2024 budget with includes an increase in Children's Room librarian hours to make this position full time. The board discussed increasing staff hours over the next years to meet the increase in services provided to the City. Budget was discussed as well as the process and timing to provide the budget to the City Council. Motion passed.

New Business:

- None

Public Participation: None

Next meeting is October 19, 2023 7:00PM in person at the Library.

A motion was made by Brooke Routhier and seconded by Kaylee Reno at 8:17PM to adjourn the meeting. Motion carried.

Respectfully submitted by,

Brooke Routhier