Ishpeming Carnegie Public Library

Board Minutes January 18, 2024

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

Meeting called to order at 7:05 PM.

Motion by Darren Boldt and second by Kaylee Reno to approve the November 16, 2023 meeting minutes as presented. Motion passed.

Public Participation: none.

Librarian's Report:

Jesse Shirtz, Library Director, presented the monthly library report for November and December. The circulation and other service numbers were compared on a year-over-year basis for both months. A total of 583 new library cards were issued in 2023 increasing total cards to over 6,000. The upper door counter is back to fully functional. Adult outreach is continuing at the Senior Center and the book club there is very popular. All five service area Townships were visited in 2023 as outreach. The DPW continues to investigate an area where the glass floor appears to be separating from the wall. A leak in the ceiling of the Loft has been repaired with flashing replacement. A Request for Proposals is being drafted for replacement of the steam heating system. The Library Director's office radiator had to be removed and repaired off site. The library Covid test distribution continues to be well utilized with over 500 tests distributed.

- Circulation: Circulation and attendance for both November and December were up from the previous year.
- Calendar of events for January was included. Composting with Partridge Creek is scheduled in January and the puzzle swap is very popular.
- Budget report: The 2024 budget included increasing the Children's Librarian hours to full time. The budget included contract increases in wages and benefits. Remaining items were similar to the 2023 budget with the exception of a decrease of $2,700 in program funding and a decrease of $4,500 in circulating items.
- Book bills: Book invoices were reviewed and signed by the library board.
- Association of Friends of the Ishpeming Carnegie Public Library (FOL) held their holiday book sale in December. They are making a donation toward programs at the library.
- Sustainable Shelves: Model has been changed to exclude recycle – only books for resale will be accepted for credit. A recommendation to city council to handle the recycle items is included on the agenda as new business.
- Beanstack: Information on accounts and activities was provided by age group.

Committee Reports: none.

Communications: none.

Unfinished Business:

- Tousignant donation: Information was provided from the donor fund agreement. A list of potential projects was provided but is still being developed. Annual distributions no later than 2028.
- The Children's room redesign (Friends will cover up to $15,000 for the renovation plan). No update this month.

- Future Building maintenance/upgrades for potential 5 year planning:
    - Roof repair – recent leak from the drain. It was last cleaned in spring this year.
    - heating system repairs – RFP being drafted for replacement of the steam heating system.
    - 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 is ongoing. The Ray Leverton Community Room Policy suggested updates are under new business.

New Business:

- 2023 Annual Report. Draft was provided for review.
- Recommendation to City Council on Surplus Items/Sustainable Shelves. A motion was made by Darren Boldt and seconded by Brooke Routhier to support the recommendation to council to provide recyclable books that are not eligible for re-sale to the Marquette County Solid Waste Management Authority for recycling. Motion carried.
- First reading of the Ray Leverton Community Room Policy.

Public Participation: None

Next meeting is February 15, 2024 7:00PM in person at the Library.

A motion was made by Brooke Routhier and seconded by Kaylee Reno at 8:19 PM to adjourn the meeting. Motion carried.

Respectfully submitted by,

Brooke Routhier