

Ishpeming Carnegie Public Library  
Board Minutes September 18, 2025

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

Meeting called to order at 7:01 PM.

Motion by Elyse Bertucci supported by Darren to approve the August 21, 2025 meeting minutes as presented. Motion passed.

Public Participation: none.

Librarian's Report:

Jesse Shirtz, Library Director, presented information, monthly progress report, statistical report and library report for August. The Summer Reading Program Report was also provided. Survey results from the Summer Reading program indicate that people are more likely to read and visit the library as a result of participating. The calendar of event outline for October was presented. Unique Management continues to provide significant value and returns many items to the library. Covid test distribution program continued. Youth and adult outreach programs and other efforts continued and are increasing library resource access.

- Circulation: Attendance in August was again over 3,000 for the month and exceeded the previous August. Roughly 10% of the total library material was in circulation.
- Calendar of events outline for October was provided.
- Budget report: The budget report was unavailable from the City. The budget process is in full swing. The Library Director has been meeting with City staff and the Sustainability Committee.
- Book bills: Book invoices were reviewed and signed by the library board.
- Friends of the Library: Association of Friends of the Ishpeming Carnegie Public Library (FOL) book sale in August was successful. The meeting schedule for FOL has been moved to quarterly meetings.
- Sustainable Shelves: continues to be a good resource for books pulled from circulation.
- Beanstack: Information on accounts and activities was provided by age group. The library was recognized by Beanstack for high reading minutes!

Presentations: None.

Committee Reports:

- The Sustainability Committee met twice in September and updated the board on 2026 budget discussions.

Communications:

- None

Unfinished Business:

- Policy manual review, revision and updating is ongoing. The second reading of the Code of Conduct was conducted. A motion was made by Darren and seconded by Elyse to approve the Code of Conduct as revised.
- Discussion of Ethics Statement/Policy addition to Library board by laws.
  - o City staff is providing input. No further discussion this month.

- Ray Leverton Community Room policy is in progress. The policy will be reviewed by City staff for comparison to other rental agreements. No update this month.
- Tousignant donation: A list of potential projects was provided butD is still being developed. Annual distributions no later than 2028. No update this month.
- The Children's room redesign (Friends will cover up to \$15,000 for the renovation plan). No update this month.

New Business:

- Approval of 2026 requested budget
  - A motion was made by Brooke and seconded by Darren Boldt to recommend the budget for 2026 as presented with an increase in expenses and revenue of 3% and an increase in library clerk part time hours to 24 hour per week and capital projects as listed below.
  - Capital Improvement items submitted for consideration to the City:
    1. Heating system replacement – full replacement bid to allow Children's room renovations to proceed. (One bid with two options received: Keep as steam heat but replace pipes and radiators for approximately \$200,000 or switch to a hot water heat radiator system for \$500,000.
    2. Front steps/pillar deterioration repair
    3. Children's room redesign and renovation.
    4. Computer replacement – budget annual capital replacement at 3 per year.
    5. Glass floor repairs.
    6. Tile floor repairs and carpeting replacement.
    7. Roof replacement fund allocation in preparation for full replacement in 2034 to 2039. The repairs completed in 2024 should provide 10-15 more years of service.

Public Participation: none.

Next meeting is October 16, 2025 7:00 PM in person at the Library.

A motion was made by Elyse Bertucci and seconded by Darren Boldt at 8:33 PM to adjourn the meeting.  
Motion carried.

Respectfully submitted by,

Brooke Routhier