



**Delta Township District Library
Board Meeting Minutes
Tuesday, January 16, 2018 5 p.m.**

Next meeting: Tuesday, February 20, 2018, 5 p.m. Delta Township District Library

1. **Call to order** at 5:06 p.m.
2. **Roll Call:** Trustees present: Douglas Drake, Chair; John Gardner, Vice Chair; Tim Lyman, Trustee; Rob Spagnuolo, Treasurer; Edith Suttles, Trustee; Colleen Weinfeld, Secretary. Staff Present: Mary Rzepczynski, Library Director.
3. **Adoption of the agenda:** Treasurer Spagnuolo requested the removal of item 6b (Treasurer's report: monthly review) as those materials were unavailable for board review and moved to adopt the agenda as revised; supported by Trustee Lyman. Motion carried.
4. **Public Comment:** none
5. **Approval of Minutes:** Treasurer Spagnuolo requested an update to the minutes of December 18, 2017 to reflect the correct date of the January meeting and moved to adopt the minutes as revised; supported by Trustee Suttles. Motion carried.
6. **Treasurer's Report:** Approval of Bills: Treasurer Spagnuolo presented the invoices for December 2017 in the amount of \$20,893.18 and reported the bulk of expenditures were for library materials, utilities, and building repair. Secretary Weinfeld moved to approve the invoices for payment; supported by Trustee Lyman. Motion carried.
7. **Strategic Plan Update:** Director Rzepczynski presented an update on the one-year tasks which included job description revisions.
8. **Director's Report:** Highlights for January included an update on staffing, computer classes, and Elder Law. Chair Drake asked that the events calendar be emailed to the board each month upon its completion.
12. **Board Member Comments:** Trustee Suttles asked if we need a committee to review policies. Director Rzepczynski stated they were currently being reviewed by staff and she would be coming back to the board with recommendations.
13. **Adjournment:** Trustee Suttles motioned to adjourn; supported by Secretary Weinfeld. The meeting adjourned at 5:25 p.m.