



Delta Township District Library Board Meeting Minutes Monday, July 16, 2018 5 p.m.

Next meeting: Monday, August 13, 2018, 5 p.m. Delta Township District Library

1. **Call to order** at 5 p.m.
2. **Roll Call:** Trustees present: John Gardner, Vice Chair; Tim Lyman, Trustee; Rob Spagnuolo, Treasurer; Edith Suttles, Trustee; Colleen Weinfeld, Secretary. Trustees Absent: Douglas Drake, Chair. Staff Present: Mary Rzepczynski, Library Director.
3. **Adoption of the agenda:** Secretary Weinfeld motioned to accept the agenda as presented, seconded by Trustee Lyman. Motion carried.
4. **Public Comment:** none
5. **Approval of Minutes:** Trustee Suttles requested that the minutes be revised to remove an extraneous 'a' in item 7. Treasurer Spagnuolo moved to approve the minutes of June 18, 2018 as amended; supported by Trustee Lyman. Motion carried.
6. **Treasurer's Report:** Approval of Bills: Treasurer Spagnuolo presented the invoices for June 2018 in the amount of \$30,210.54 and reported the majority of expenditures were for utilities, library materials, and building repairs. Secretary Weinfeld moved to approve the invoices for payment; supported by Trustee Suttles. Vice Chair Gardner inquired as to how mileage reimbursement is submitted. Motion carried.
7. **Purchasing Policy discussion:** Director Rzepczynski presented a draft version of a library purchasing policy for discussion. A revised version will be brought to the August library board meeting.
8. **Strategic Plan Update:** Director Rzepczynski reported that staff was meeting on Friday, July 27 to discuss Year 2 tasks.
9. **Director's Report:** Highlights for July included an update on staffing, summer reading registration, the upcoming project to upgrade the AV equipment in the Elmwood Room, and an upcoming League of Women Voters event at the library on July 25, 6 p.m. for candidates in the 71st district state house race.
10. **Board Member Comments:** none
11. **Adjournment:** Treasurer Spagnuolo motioned to adjourn; supported by Secretary Weinfeld. Motion carried. The meeting adjourned at 5:18 p.m.