

**Fruitport District Library
Board of Directors Meeting
July 18, 2018**

The regular meeting was called to order by chair Rose Dillon at 5:33 p.m. Present were Marjorie Stonecypher, Joshua Datte, Laura Oldt, Donna Pope, and Mary Weimer. Trustee Lorri Essenberg was excused. Also present were Library Director Adam DeWitt, Karla Brown and Jennifer Michaels from the Friends group, and Bill Weimer.

Reports

Highlights of the Director's report include increasing library usage in new cards issued, patron visits, computer use, and summer reading program participants.

Several changes were made to the agenda. Motion by Donna Pope, seconded by Mary Weimer, to approve the amended agenda. Motion carried by oral vote.

The secretary's report was approved as amended.

The treasurer reported income of \$131.35 and savings account interest of \$4.05; Master Card balance was \$768.79.

Motion by Donna Pope, seconded by Marjorie Stonecypher, to pay bills in the amount of \$11,916.98. Motion passed unanimously by roll call vote.

Old Business

Motion by Joshua Datte, seconded by Marjorie Stonecypher, authorizing the library director to purchase a laptop not to exceed \$500.00 and the Microsoft Office license at \$150.00. Motion passed unanimously by roll call vote.

Motion by Laura Oldt, seconded by Mary Weimer, authorizing Joshua Datte to purchase a flashdrive at a cost not to exceed \$20.00 Motion passed unanimously by roll call vote.

The audit process is underway.

The estimates for electric work at the library were discussed. Rose will contact both companies for more information and to determine if the bids are for exactly the same work.

New Business

Director DeWitt outlined his written circulation policy. Decision on the adoption of the policy is tabled until the next meeting.

Motion by Donna Pope, seconded by Laura Oldt, to adopt the credit card policy. Motion passed unanimously by roll call vote.

Adoption of the investment policy was tabled.

Motion by Rose Dillon, seconded by Donna Pope, to authorize Marjorie Stonecypher to investigate sources and prices for possible murals to be painted on the library building.

Marjorie Stonecypher will get bids for cleaning the library windows.

Mary Weimer, Secretary