

Negaunee Public Library Board

December 20, 2016

1. Call to order
2. Secretary's Report (Approval of the Minutes)
3. Public Comment
4. Financial Report
5. Communications
6. Librarian's Report
7. Unfinished Business
 - a.
8. New Business
 - a. Election of officers
 - b. Approval of 2017 meeting dates
 - c.
9. Adjourn

Next meeting: January 17, 2017

Officers:

President: Al Sundine

Vice President: Jeanne Sandstrom

Secretary: Laura Jandron

Negaunee Public Library Board

Minutes of the meeting of November 15, 2016.

Members present: L. Jandron, L. Perucco, A. Sundine, J. Holman, Library Director.

Absent (exc.) J. Sandstrom

The meeting was called to order by Pres. A. Sundine at 10:20am. The minutes were approved as corrected.

Public Comment: None

Financial Report: All bills paid as of November 1, 2016. The financial report was received from J. Holman.

Communications: The quarterly newsletter, "Superior Connections" was received from the Cooperative.

Librarian's Report: The librarian's report was received from J. Holman. The Vista Theater donated six tickets to "A Christmas Story" to our library, to hold a drawing. The drawings are to be for those who checked out holiday books and will be held on Friday Dec. 2, for three winners (two tickets each).

Unfinished Business: Rec'd \$1000 from the Reynolds Foundation grant (Friends of the Library) toward the purchase of a twp. drop box.

New Business: Motion made by L. Perucco, 2nd Laura, to make it a library policy to shut down the Fax machine 15 minutes before the library closing each day. Motion passed.

Meeting adjourned at 10:40am.

Respectfully submitted,

Laura Jandron, Secretary

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Negaunee Public Library

Financial Report

December 20, 2016

All bills were paid December 1, 2016.

Bills to be paid January 1, 2017:

Baker & Taylor	46.66
McNaughton Books	89.25
MicroMarketing	29.75 (audiobook)
Mining Journal	231.40

Negaunee Public Library Board

December 20, 2016

Librarian's Report

The Friends of the Negaunee Public Library decorated the library for Christmas on November 29. There are now three Christmas trees. Patrons have been very impressed with them, especially the newest tree near the circulation desk. We have received many compliments about the trees.

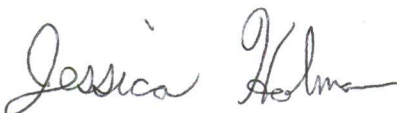
The after-school crowds of children from the middle school have settled down lately. Jessica temporarily banned one child until January due to an incident. Removing this particular boy has greatly improved the situation.

A question regarding library conduct policies recently was brought to Jessica's attention. The library does have rules on file. However, they are from 1974. Jessica will draft updated rules for the January 2017 meeting, so the advisory board can discuss, change and hopefully ratify the new policies.

Donna did not work Saturday, December 17, due to snowy conditions, and failed to inform Jessica or Shelley that she decided to stay home. It was not until the janitor arrived to shovel and salt the library steps that her truancy was discovered. Jessica has drafted a letter of reprimand, at City Manager Jeff Thornton's recommendation, to give to Donna.

As per city hall hours, the library will be closed Friday, Dec. 23, through Monday, Dec. 26, for Christmas, and from Friday, Dec. 30, through Monday, Jan. 2, 2017.

Respectfully submitted,



Jessica Holman, director

RULES OF THE NEGAUNEE PUBLIC LIBRARY

STUDENTS MUST BE IN THE 7TH GRADE TO SIT ON THE ADULT SIDE.

STUDENTS MUST BE IN THE 7TH GRADE BEFORE GOING BEHIND THE COUNTER.

CHILDREN MUST BE IN THE 2ND GRADE BEFORE HAVING AN APPLICATION CARD OF THEIR OWN.

WHEN THERE IS A DEMAND IN SCHOOL OR COLLEGE FOR CERTAIN BOOKS, SUBJECTS, ETC, ALL BOOKS MUST REMAIN IN THE LIBRARY SO EVERYONE HAS THE PRIVILEGE TO USE THEM.

ALL BOUND MAGAZINES ARE KEPT IN THE LIBRARY FOR REFERENCE MATERIAL. MONTHLY MAGAZINES ARE NOT CIRCULATED TO THE HIGH SCHOOL OR JUNIOR HIGH STUDENTS, THEY MUST BE USED IN THE LIBRARY.

THERE ARE CERTAIN REFERENCE BOOKS THAT NEVER CIRCULATE.

BOOKS THAT ARE LOST OR DAMAGED MUST BE PAID FOR.

EACH BORROWER REGISTERING WILL BE ASSIGNED A NUMBER TO WHICH HIS BOOKS WILL BE CHARGED. HE WILL BE HELD RESPONSIBLE FOR ALL BOOKS CHARGED TO THAT NUMBER.

NUMBER OF BOOKS TAKEN VARIES. ASK THE LIBRARIAN.

THE FINES ARE TWO CENTS A DAY CHARGED FOR ALL BOOKS KEPT OVERTIME. THE CHILDREN UP THROUGH THE SIXTH GRADE ARE CHARGED ONE CENT A DAY FOR ALL BOOKS KEPT OVERTIME.

RENEWALS ARE GRANTED ON ALL BOOKS EXCEPT THOSE ON RESERVE AND IN GREAT DEMAND.

RECORDS ARE LOANED ONLY TO THE ADULTS. HIGH SCHOOL AND JUNIOR HIGH STUDENTS ARE GRANTED THE RECORDS IF THEIR PARENTS SIGN FOR THEM.

NO EATING, DRINKING OR SMOKING IN THE LIBRARY.

EXCESSIVE NOISE IS NOT PERMITTED.

SUGGESTIONS TO IMPROVE LIBRARY SERVICE ARE ALWAYS WELCOME.

APPROVED BY THE
NEGAUNEE PUBLIC LIBRARY
BOARD. AUGUST 1, 1974

NEGAUNEE PUBLIC LIBRARY BOARD

Meetings are held at 10:15 a.m. on the third Tuesday of each month in the Michigan Room of the Negaunee Public Library, 319 W. Case St., Negaunee, MI, 49866. Phone: (906) 475-7700 ext. 18.

2017 Meeting Dates

January 17, 2017
February 21, 2017
March 21, 2017
April 18, 2017
May 16, 2017
June 20, 2017

July 18, 2017
August 15, 2017
September 19, 2017
October 17, 2017
November 21, 2017
December 19, 2017