

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_



**Gladwin County District Library  
Board of Trustees Regularly Meeting  
BOARD MINUTES  
Tuesday, August 17th, 2021 at 5:00 p.m.**

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Those attending include President John Rhode, Secretary Barb Lyons, and Treasurer Bob Frei.  
Trustees: Madalyn Steyer, Becky Miller.  
Absent: Lori Fall, Nancy Bodnar  
Also attending: Gladwin County District Library Director John Clexton, Barb Curtindale

**A) Call to Order:**

Meeting called to order at 5:00 pm. by President Rhode.

**B) Pledge of Allegiance:**

Pledge of Allegiance was recited.

**C) Approval of Agenda:**

With a motion to approve the agenda as presented by Rhode, second by Steyer to approve the agenda with no corrections.

Rhode- Aye	Lyons- Aye	Frei- Aye
Steyer-Aye	Miller- Aye	

Motion carried with 5 ayes 0 nays.

**D) Approval of Minutes:**

Postponed for September meeting. There were tech difficulties that sent the minutes to the wrong location. Foregoing minutes at this meeting. Discussed other ways to take minutes. Dual recording on Clexton phone and Zoom meeting. Meeting minutes will be approved at the September board meeting.

**E) Reports:**

a. Genealogy- 21 days the Genealogy Room was open with no society meeting. 21 workers signed in for a total of 137 hours and 15 minutes. 32 members signed in for a total of 131 hours and 25 min. 3 patrons used the room for a total of 3 hours. Beth Wolpert came in because of the article in the newspaper about the New Books in the collection. 4 members worked 11 hours and 15 minutes, one was Bill who came to write his FINAL article while local. He hopes to send in an occasional one from Tennessee. 4 people dropped in for chats, one person's name was Jean Leming who said a BIG Thank you for having this room and all the books to help people. 46 people worked on the computers, 9 people used the bookroom. 1 Visitor; Kim Guy came to drop off some

papers that belonged to Bruce and to say HI. Norma Furlo (no 'W') worked on Obit indexing from home totaling 93 hours. The IT guy came in for 30 min to fix the problems with the computer. 1 Person worked on Library projects for 1 hour and 15 min. 1 Person helped the Friends of the Library for 1 hour. We are saying "Good Bye" to one of our members, Bill Boyd. We will be missing him a lot. He did a great job on the News Articles and helping people with their research when they came into our room. Also, he was a good teacher at Mid for the Genealogy Classes, I and Jo hope that we can do as well. We want to wish him and Lynn lots of luck and happiness in Tennessee.

b. Friends of the Library- 38 sign-ins totaling 158 hours, and 10 minutes. 8 volunteers at meeting totaling 10.5 hours. 4 volunteers at the Farmer's Market, taking 14/15 cases of books. Farmer's markets have been going well. The price of books is a donation based on the worth of the book to the customer. The next book sale is on October 13 for members and 14-16 for the public.

### **F) Public Comments:**

a. City Council member was very pleased with the Summer Reading Program wrap-up, staff was wonderful!

### **G) Approval to Pay Bills:**

With a motion by Frei, second by Steyer to pay bills as follows:

Prepaid(s) in the amount of \$ \$4,156.89

Payroll(s) in the amount of \$15,674.78

Unpaid: \$9,155.22

With a total amount of bills to be paid of: \$28,987.59

With a motion to pay bills by Frei, supported by Steyer, a roll call vote was taken with the following results:

Rhode- Aye      Lyons- Aye      Frei- Aye

Steyer-Aye      Miller- Aye

Motion carried with 5 ayes 0 nays.

### **H) Activity Reports as Follows:**

Director's Report and Circulation Report, given by Director Clextion.

Clextion noted that in the circulation report, that the door counts were at 3139 for both locations but the number of checkouts totaled 6537 for the district. Our audiobooks checked out at 450 and e-books at 484 and 60 new borrowers. We had just over 2200 website visits. We had 191 10-Second Views/Engagements/Kits with our programming. The library will need to continue to adjust to the changing times, provide instruction, and continue to update our website. We will look at in the future considering paying for extra instruction for patrons that explain our media services. The library will need to continue to promote our online services.

For the Director's Report, Clextion noted that in retrospect, we accomplished a lot coming out of a continuing pandemic and a season of lots of new programs and activities.

Our summer reading program finale was a success. It included a bouncy house, ice cream, face painting, crafts, and free books. We had a great turnout with approximately 113 parents and kids which, from what I have been told, is a first for this type of event. This party was originally planned as a kickoff but was changed to a closing party. This is sure to be a continual practice in some form.

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We've had an unusual amount of staff changes and, due to this, we have both lost and gained. As mentioned before this is par for the course with many other libraries and businesses as staffing issues are prevalent within the current economy. As I'm typing this, a survey was released, stating 90% of hotels and restaurants are understaffed. I must also add that this is not just Michigan, it is nationwide. Needless to say, we are happy to announce our new Program Director, Amy Sturgeon, is taking the helm. She has already been a dynamic force in continuing our programs and providing fresh ideas for some excellent programming. We are excited to bring her on board as we expect her to lead very well in library programming.

At the time of this writing, we are replacing a water heater that has lived its shelf life. Although not cheap (Approximately \$7,000) it has done its time and needed to be replaced. Although a simple procedure, due to the water heater being located in the server room, we had no choice but to disconnect the server which runs both branches while we replaced the unit. This resulted in a half-day shutdown of computers and phones. We hope not to deal with this for another 13 years minimum.

I have just completed the Government Accounting class and now am working on the Internal Controls class with the University of Georgia Library Financial management program. I am truly excited and grateful for this opportunity as this is going to be such a benefit for GCDL.

My library Fellowship also continues with the Institute of Museum and Library Services, Save the Children foundation, Berea College. We have explored data collection and survey tools as we start to formulate our plan for the library and the County of Gladwin.

Continuation of our Employee handbook development is in the works. Due to a shortage of time, I hope this will be presented next month.

Regarding the continuing pandemic, we are monitoring Miosha, the Health Department, and the Library of Michigan. In following CDC guidelines, all staff have been advised and encouraged to practice safe protocols, even while many libraries are doing different things. Right now we are advising and letting them make personal choices.

Coming next month, we should have our official install of "Remote Printing" This gives the ability to patrons to remotely print to our printers via their cell phone or via home and collect their prints. Although patrons can log into our computers, it is cumbersome to print via things that are only cellphone specific. We are excited about this and we believe 100% of the patrons will be too. See Attached Director's Report and Circulation Report for further details.

#### **D) Committee Reports as Follows:**

Finance: TCF/Huntington merger planned for October. The account number is changing, no ordering new checks or deposit slips

Personnel: Employment agreement is with attorneys for final revision. Director's contract was approved by the committee and submitted to the board for approval to be added to new business.

Building: Didn't meet.

Ad hoc(by-laws): Lori has bylaws, submitted to the attorney. Not ready for the board.

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**J) Communications:**

None

**K) Old business as Follows:**

- a) Genealogy and the board discussed who owns Gen books. Any book donated belongs to Gen Society. Board wants a list of books that Gen wants to delete. Director gets the list of books and approves according to policy. Once approved it goes to Board for final approval. If the director denies it, the book stays.
  - a) Barb created an agreement for Genealogy and Board.
  - b) Rhode wants to specify a policy detailing the approval process of deleting items from the collection. Barb retyping and submitting in September.

**L) New Business as Follows:**

- a) Michigan Municipal League contract. Premiums down \$98, and will receive a rebate of \$683. Clextan recommends that we continue with them. Frei moves to approve the contract for 21-22, Steyer seconded. Approved by all.

**M) Board Comments as follows:**

- a) No board comments

**N) Adjournment:**

The meeting was adjourned at 5:59.

Minutes Taken and Transcribed by Katie Walters, staff member.