

Approved by: [Signature]
Date: 4-20-21



Gladwin County District Library
Board of Trustees Regularly Meeting
BOARD MINUTES
Tuesday, March 16, 2020 at 5:00 p.m.
Virtual Meeting via Zoom

Those attending include: President John Rhode, Vice President Bob Kusch, Secretary Barb Lyons and Treasurer Bob Frei.

Trustees: Nancy Bodnar, Lori Fall, Becky Miller.

Excused Absent: Madalyn Steyer,

Also attending: Gladwin County District Library Director John Clexton, Kathleen Lennon, Jessica Warner.

AWARDED [Signature]

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 Fall, second by Lyons to approve the agenda with no corrections or additions.

Rhode- aye	Kusch-aye	Lyons- aye	Frei- ABSENT (arrived 5:06)
Bodnar- aye	Steyer-ABSENT	Fall- aye	Miller-aye

Motion carried with 6 ayes 0 nays.

D) Approval of Minutes:

With a motion to approve the February 2021 minutes as presented with the corrections or additions with a motion by Lyons, supported by Frei, a roll call vote was taken with the following results:

Rhode- aye	Kusch-aye	Lyons- aye	Frei- aye
Bodnar- aye	Steyer-ABSENT	Fall- aye	Miller-aye

Motion carried with 7 ayes 0 nays.

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E) Reports:

- a. Genealogy-Please see Board Packet for details.

- b. Friends of the Library-Please see Board Packet for details.

F) Public Comments:

No public comments given at this meeting.

G) Approval to Pay Bills:

With a motion by Falls, second by Frei to pay bills as follows:
Prepaid(s) in the amount of \$ 3,168.26
Payroll(s) in the amount of \$15,086.89
Additional bills: \$26,331.39
With a total amount of bills to be paid of: \$44,586.54

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

Rhode- aye	Kusch-aye	Lyons- aye	Frei- aye
Bodnar- aye	Steyer -ABSENT	Fall- aye	Miller- aye

Motion carried with 7 ayes 0 nays.

H) Activity Reports as Follows:

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

1362 door count and curbside amounts. Checkouts 7344 wireless 1618. Overdrive products are going up. Virtual library programs-1421 likes on Facebook. Door count and curbside numbers have increased from 586 to 1,050. Checkouts went from 3,622 to 7,459. Everything is maintaining not much loss or gains, but maintaining. E-materials are steady as well as virtual library programs. New incentives, such as a Easter egg hunt, spice world tour, garden kits and adult craft kits.

Directors report, pandemic and restrictions are still in effect. We cannot have more than 25 people in one space. Face masks and 6ft social distancing. Everything will be a slow process, not going to jump into immediate in person program. Summer Reading is right around the corner. Having a wrap up party for summer reading, the friends of the library is donating \$2,000. This month there were a lot virtual and zoom calls, uniform chart of accounts the auditor has cleared all accounts along with approval of new uniform chart of accounts. The audit was finalized with approval in the board meeting before May by resolution. The narcan nasal box will be

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installed above the AED boxes. It is not reachable by children, and it will help with future public relations. Misen is still doing some testing, with an extra added expense \$1,000 for switches. Trustee manuals were handed out to board members or they can obtain them via Library of Michigan.

See Attached Director's Report and Circulation Report for further details.

I) Committee Reports as Follows:

Finance: Treasurer Bob Frei reported that there has been an issue with the bank with a delay in mail as the bank has been relying on the postal service. Frei has now been asking for copies through emails. The paper copy is part of the system to make sure that no embezzlement can take place, to make sure no one is adjusting numbers. Frei talked to the bank and they agreed that the mail has become a problem and they are going to expedite the issue to see if we can get both paper and online. The Williams account will most likely go down but not much, since the forecast for the economy is strong. We are ahead of schedule for tax collections. Frei is working to have reports for meetings, working with bank to get printed copies before meetings. Checking to see if investments will be affected by TCFs transfer to Huntington Bank. Midland Area Foundation is being looked at as a potential holder of our finances. On the Williams account, only, will possibly have to be moved to Midland Area Foundation.

Personnel: Did not meet-Clextion noted that policies are being rewritten and looked over.

Building: Rhodes noted they met and will be discussed later at board comments.

Ad hoc(by laws): Did not meet

J) Communications:

None.

K) Old business as Follows:

- a) Logo Approval

With a motion to approve the new Logo, specifically option 4-4 in Board Packet, by Lyons, supported by Frei, a roll call vote was taken with the following results:

Rhode- aye	Kusch- aye	Lyons- aye	Frei- aye
Bodnar- aye	Steyer -ABSENT	Fall- Nay	Miller- aye

Motion carried with ⁷ ayes ⁰ nays.

L) New Business as Follows:

a) Motion to amend and correct November 2020 Board Meeting Minutes. From approval of budget from the year 2022 to 2021. With a motion to approve from Frei, supported by Fall. Frei is creating a written schedule for approval of budget with a resolution to approve the budget and the amendments. The resolutions are signed and put into the minutes.

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Rhode- aye Kusch- aye Lyons- aye Frei- aye
Bodnar- aye Steyer –ABSENT Fall- aye Miller- aye

b) LED upgrades are now at 19,000 total customer payment. 2.47 years payback with a kilowatt 7697.97 saved a year from conversion. 60 days to complete project from signing of the contract. There will be no library or gym closures for the instillation. Quote will stay active for 1 year. Waiting on approval from finance. Manufacture warranty is 5 years for LED and induction lights. They will dispose of all lights due to Mercury. They only have a certain amount of funds, so the Library does need to apply quickly or will not be able to apply till July. USDA would allow for the library to only spend about 6000. USDA Grant Application for LED Light Conversion and new M-61 Sign. The Building committee brought to the board the recommendation to take out a USDA Grant to help cover the costs of the LED conversion and the M-61 Sign. Starting with the LED Light Conversion and new M-61 sign may be able to be supported 62,000 for lights and sign with the library only paying for about 6,000. With a motion to approve from Frei, supported by Fall.

Rhode- aye Kusch- aye Lyons- aye Frei- aye
Bodnar- aye Steyer –ABSENT Fall- aye Miller- aye

M) Board Comments as follows:

- a) Arena melted the ice and is fully up to date on bills.

- b) Rhodes per the building committees Roof of the Library needs to be cleaned off as a pile of debris has gathered, also the side of the building seems to have mold growing on it-needs to addressed and cleaned. Clexton said he would look in to gathering quotes and completion of services.

N) Adjournment:

The meeting was adjourned at 6:17.

Minutes Taken and Transcribed by Kat Lennon, staff member.