

Approved by: J. D. Rhoads

Date: 3-15-22



**Gladwin County District Library
Board of Trustees Regular Meeting
BOARD MINUTES
Tuesday, February 15th 2022 at 5:00 p.m.**

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

Trustees: Nancy Bodnar, Madalyn Steyer, Lori Fall, Becky Miller.

Also attending: Gladwin County District Library Director John Clextan and Assistant Director Laura Walters.

A) Call to Order:

Meeting called to order at 5:03 pm. by President Rhode.

B) Pledge of Allegiance:

Pledge of Allegiance was recited and observed.

C) Approval of Agenda:

With a motion to approve the February 15th 2022 agenda with an addition to Old Business by Frei, supported by Steyer. Motion carried with 8 ayes.

D) Approval of Minutes:

With a motion to approve the January 18th 2022 minutes as presented with no corrections or additions by Frei, supported by Lyons. Motion carried with 8 ayes.

E) Reports:

a. Genealogy- None

b. Friends of the Library- None

F) Public Comments:

None.

G) Approval to Pay Bills:

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

Prepaid(s) in the amount of \$16,361.89

Payroll(s) in the amount of \$15,186.9656

Unpaid: \$14172.26

With a total amount of bills to be paid: \$45724.11

Motion carried 8 ayes.

H) Activity Reports as Follows:

Director's Report and Circulation Report, given by Director Clextan. (Full reports available upon request)

Approved by: John Clepton
Date: 3-15-22

I) Committee Reports as Follows:

Finance: Frei reported on the history of Library dollars and the need for other board members to learn how to read a profit & loss statement. Fall requested having information on the background of the library for new board members.

Personnel: Board will provide a yearly JPR for Director John Clepton beginning next board meeting, March 15th 2022.

Building: Did not meet.

J) Communications:

None

K) Old Business:

a) Committee Meeting Members-Personnel

Remove Lyons from the standing Personnel Committee. Lyons will fill-in for all committees as needed.

L) New Business:

a) Quarterly Tax Reports of Sales, Use and Withholding return and payment.

Frei motioned to have the Quarterly Tax Reports automatically withdrawn from bank account, supported by Lyons. Motion carried with 8 ayes.

b) Electronic Transaction Policy –PA 738

Board will begin to update the Electronic Transaction Policy –PA 738

c) Purchasing Policy Project

Board will begin to update the Purchasing Policy Agreement

d) Procedure change for Board Bill signatures (minus Pre-Pays)

Frei motioned to approve the procedure change for Board Bill signatures, supported by Fall. Motion carried with 8 ayes.

e) Resolution of Fine Free Policy

With a motion by Frei and supported by Fall the Board approved the Gladwin County District Library to be a fine free library. Changes will be made in upcoming months. A roll call vote was taken with the following results:

Rhode- Aye

Kusch- Aye

Lyons- Aye

Frei- Aye

Bodnar- Aye

Steyer- Aye

Fall- Aye

Miller- Aye

Motion carried with 8 ayes and 0 nays.

f) Staff Training Day Approval

Frei approved the closing of a work day for a staff training day providing the Library give a month's advance notice of closure. Supported by Fall. Motion carried with 8 ayes.

M) Board Comments:

None

N) Adjournment:

The meeting was adjourned at 6:15.

Minutes Taken and Transcribed Laura Walters, Assistant Director.