

Approved by: John Rhode

Date: 2-27-23



**Gladwin County District Library
Board of Trustees Regular Meeting
January 17th, at 5:00 p.m.
BOARD MINUTES**

Those attending include: President John Rhode, Secretary Barb Lyons, and Treasurer Bob Frei.
Trustees: Nancy Bodnar, Lori Fall, Don Hoffman, Becky Miller and Madalyn Steyer.
Also attending: Gladwin County District Library Director, John Clexton, Assistant Director, Laura Walters, and Genealogy/Friends President, Barb Curtindale.

A) Call to Order:

Meeting called to order at 5:00 p.m. by Rhode.

B) Pledge of Allegiance:

Pledge of Allegiance was recited and observed.

C) Administration of Oath:

Don Hoffman read his oath out loud.

Madalyn Steyer read her oath out loud.

D) Election of Officers:

With a motion by Frei to nominate Rhode for President, Rhode motioned to nominate Fall for Vice President, Fall made a motion to nominate Frei for Treasurer and Frei motioned to nominate Lyons for Secretary and supported by Lyons. Motion carried with 8 ayes.

E) Approval of Agenda :

With a motion to approve the January 17th, 2023 agenda by Steyer with a correction of moving Election of Officers after C. Administration of Oath, supported by Frei. Motion carried with 8 ayes.

F) Approval of Minutes:

With a motion to approve the December 20th, 2023 minutes by Steyer, supported by Fall. Motion carried with 8 ayes.

G) Reports:

- a. Genealogy- President Barb Curtindale reported. (Full report available on request)
- b. Friends of the Library- President Barb Curtindale reported. (Full report available on request)

H) Public Comments:

None

I) Approval to Pay Bills:

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

PrePaid(s) bills in the amount of \$24,918.67

Payroll(s) in the amount of \$14,537.39

Unpaid in the amount of \$1,633.94

With a total amount of bills to be paid: \$41,090.00

Motion carried 8 ayes.

Approved by: J. Hoffman
Date: 2-2-23

J) Activity Reports as Follows:

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

K) Committee Reports as Follows:

a. Finance: Hoffman volunteered to be on the Finance committee.

Frei will look into moving some money to short term Cds that payout in the fall. The Medical account will be removed in March. The Williams Fund fluxuates and the net earnings were \$18,000 so the disbursement of \$15,000 is not a problem.

b. Personnel: None

c. Building: None

d. Permanent Collection Review: None

L) Communications:

a. Library Donations

Clexton reported donations were received by patrons for general operating purposes and also another donation was added to the Judge Evans Memorial fund. .

M) Old Business:

a. Giving Tree Plaques/Birds, Donation Plaques, etc...

Clexton asked for direction in going forward regarding additions to the Giving Tree located at the Gladwin and Beaverton Library.

N) New Business:

a. Resolution 1-17-23-1 Authorized Check Signers

Frei motioned to adopt resolution 1-17-23-1 giving Fall the ability to sign checks, supported by Lyons. A roll call vote was taken with the following results:

Rhode-Aye	Fall -Aye	Lyons -Aye	Frei-Aye
Bodnar-Aye	Hoffman-Aye	Miller-Aye	Steyer-Absent

Motion carried with 8 ayes.

b. Delayed Opening only due to Staff Meeting

Board discussed and tabled until the February meeting.

c. Administration Vacation Day Expiration Clarification

After discussion, Lyons made the motion to make an exception for the Library Director to allow him carry over unused vacation days that must be used by June 1st, 2023. The Employee Handbook will apply to all Library Staff and should only allow a balance of five (5) vacation days to carry over on an anniversary date, supported by Hoffman. Motion carried with 8 ayes.

d. Pending the above, the extension due to special circumstances for Library Director

Frei motioned to add an addendum to the Director's contract stating that this year only, the Board will allow the Director to extend his prior accumulated vacation days, (up to ~~12~~ days) to be used by June 1st. 2023, supported by Hoffman. Motion carried with 8 ayes. 12

O) Board Comments: None

P) Adjournment:

The meeting adjourned at 6:15 p.m.

Minutes Taken Laura Walters, Assistant Director.