

# Gladwin County District Library Board Meeting

Meeting, @ 5 p.m. July 20, 2021

Gladwin County District Library

402 James Robertson Drive

Gladwin, MI 48624

John Rhode	President	Term 12-23
Robert Kusch	Vice-President	Term 12-22
Barbara Lyons	Secretary	Term 12-21
Bob Frei	Treasurer	Term 12-24

Becky Miller	Trustee	Term 12-24
Nancy Bodnar	Trustee	Term 12-21
Madalyn Steyer	Trustee	Term 12-22
Lori Fall	Trustee	Term 12-23

Others Present:

- A. CALL TO ORDER
- B. PLEDGE OF ALLEGIANCE
- C. APPROVAL OF AGENDA
- D. APPROVAL OF MINUTES
- E. REPORTS
  - a. Genealogical Society
  - b. Friends of the Library
- F. PUBLIC COMMENTS
- G. APPROVAL TO PAY BILLS
  - a. Board Bills
  - b. Prepaid
- H. ACTIVITY REPORTS
  - a. Circulation Report
  - b. Director's Report
- I. COMMITTEE REPORTS
  - a. Finance
  - b. Personnel
  - c. Building
  - d. Ad hoc committee
- J. COMMUNICATIONS
- K. OLD BUSINESS
- L. NEW BUSINESS
  - a. Fall Hours
  - b. Electronic Sign Proposals
  - c. Stored Genealogy books Non-Williams fund and procedures
- M. BOARD COMMENTS



N. ADJOURNMENT

*Next Gladwin County District Library Board Meeting – August 17<sup>th</sup> 5:00 PM  
Gladwin County District Library  
Beaverton Branch  
106 Tonkin Street  
Beaverton, MI 48612*

*In Order to accommodate your needs, individuals with disabilities requiring auxiliary aids or services at the meeting should contact the Library Director John Clextan at (989)426-8221.*

A handwritten signature in blue ink, appearing to read "John Clextan". The signature is written in a cursive style with a long horizontal flourish extending to the right.

Approved by: John Rhode

Date: 7-20-21



**Gladwin County District Library  
Board of Trustees Regularly Meeting  
BOARD MINUTES  
Tuesday, June 15th, 2021 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, Katie Walters, Barb Curtindale, Ed 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 Frei, second by Fall to approve the agenda with one corrections. Correction by Barb Curtindale in the spelling of her last name to be Curtindale not Curtinndale.

Rhode- Aye	Kusch-Aye	Lyons- Aye	Frei- Aye
Bodnar- Aye	Steyer-Aye	Fall- Aye	Miller- Aye

Motion carried with 7 ayes 0 nays.

**D) Approval of Minutes:**

With a motion to approve the May 2021 minutes as presented with no corrections or additions with a motion by Frei, supported by Fall, 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 7 ayes 0 nays.

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

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

**E) Reports:**

a. Genealogy- 20 days the Genealogy Room was open with 1 society meeting with 12 members in total attending for 18.75 hours. 21 workers signed in for a total of 138 hours. 34 members signed in for a total of 115 hours and 25 min. 4 patrons used the room for a total of 7 hours and 45 min., one person from Traverse City and one from Eaton Rapids. 7 people dropped in for chats and tours totaling 3 hour and 30 minutes. 29 people worked on the computers, 14 people used the bookroom, 4 people used the small scanner, 3 people used the Tech Room, and 1 person went to the Library Board Meeting for 1 hour and 30 min. Norma Furlow worked on Obit indexing from home totaling 19 hours and 30 minutes.

b. Friends of the Library- 8 people helped out with the Friends in preparation for the book sale, and during the sale for 34 hours and 15 minutes. The sale was a big success. The meetings are held on the 2nd Monday of the month.

**F) Public Comments:**

Mr. & Mrs. Curtindale presented a check to Mr. Clextan and Mr. Rhode for \$7500 from Friends of the Library to GCDL for new signs.

**G) Approval to Pay Bills:**

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

Prepaid(s) in the amount of \$ 20,450.33

Payroll(s) in the amount of \$15,502.02

Additional bills: —

With a total amount of bills to be paid of: \$35,952.35

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

Rhode- Aye	Kusch-Aye	Lyons- Aye	Frei- Aye	
Bodnar- (ABSENT Arrived at 5:16)		Steyer-Aye	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.

Clextan noted that in the circulation report, that the door counts were at 1550 for both locations but the amount of checkouts totaled to 5062 for the district. Our audio books checked out at 440 and e-books at 442. We had just over 2000 website visits. We had 600 10-Second Views/Engagements/Kits with our virtual

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

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

programming. Looking at indoor programming for the fall. The library will need to continue to adjust to the changing times, provide instruction, and to 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. There are extra fees for many items, such as outdoor movies.

For the Directors Report, Clextan noted that he has been attending many webinars for Library Education. We have officially, along with majority of White Pine Cooperatives and other libraries statewide, joined Amazon Business via White Pine. This membership is free for this year, saving us payment for 2021. It was suggested to me that most likely costs for future years will also be funded by White Pine, equaling no charge in the immediate future. After a slight delay by Consumers, light installation will begin this week.

All sign quotes are in and I am currently setting a date with the building committee to go over them and report back to the board. After a slight delay by Consumers, light installation will begin this week.

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Server Migration Follow-up:

These are remaining "To-Do" items with the new server:

- Beaverton Server migration is DONE. The old server is shut down and off-line. The meeting room system has been updated, Envisionware server moved to new host, HVAC server moved to new host, Staff server for sharing and miscellaneous created and is providing DNS & DHCP for the GCDL Beaverton side for the network.

- Gladwin migration will be done in the next 2 weeks

Over the past weekend we had a very "Good Leak" in the Genealogy Room. Fortunately, not much happened at a little wet carpet and a ceiling tile was damaged. Upon inspection by myself and Bonham's Heating and Cooling, the culprit was determined to be a clogged drain on the a/c unit and a semi compromised section of roof from previous damage. The good news is that, after this weekend's heavy rains, there was no leakage.

We received Partners for Education at Berea College Rural Library Fellowship! We have been selected to join 22 other libraries nationwide in the inaugural Rural Library Fellowship initiative, funded in part by the Institute of Museum and Library Services and Save the Children. This is a 24-month initiative. In 2021-2022 Fellowship activities will include extensive training, transforming learning to action, peer-to-peer engagements, and technical assistance/coaching. In 2022-2023, the Fellowship will focus on the implementation of Equitable Results Action Plans to increase the outcomes of 3rd grade reading scores in your communities. This also comes with a non-directive \$5,000 money grant.

Summer Reading is currently active with a strong start of 260 participants signed up.

We have many activities already planned and already fully booked for this summer. See additional calendars for details. Continuing to apply for grants for hotspots, community outreach, building upgrades and so on. See Attached Director's Report and Circulation Report for further details.

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

Finance: Statements all arrived on time. Post office and TCF are working together to achieve successful statement delivery. Bank officially changed yesterday and is starting the final part of the merger.

Personnel : Working on revising employee handbook and personnel employment agreement. Sent to the attorney's office, and sent back with revisions. Went over a few more times with more questions and clarifications. Look at again at next meeting.

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



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

7-20-21

Building: Did not meet, scheduled for 6/16 at 11 am at Gladwin Library

Ad hoc (by laws): Bylaws suggestions in, going back to attorney.

**J) Communications:**

- a. Letter from Arena.

**K) Old business as Follows:**

- a) Proposed LED and new sign on M-61 presentation
  - a) Cost wise, \$1000 to \$2000 difference depending on size. We can set timing and company is willing to attend meeting for further explanations

**L) New Business as Follows:**

- a) Genealogy and Friends phone number - 989-347-1003
- b) John Clexton phone number - 989-347-1007
- c) Phone company using fiber with Wi-Fi so every phone has its own direct line.
- d) Dial - A - Story finally shutdown
- e) Genealogy is looking for a password for their VM and Director moving offices.

**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.

## Genealogy Report to Library Board for July 20, 2021 Meeting

By Barb Curtindale, President, GCGS, Inc.

This report covers the month of June, 2021.

23 days we were open.

21 **Workers** signed in for total of 147 hours

42 **Members** signed in for 119 hours and 25 min.

6 **Patrons** used the room for total of 10 hours, 2 of these Patrons became members and one was from California.

3 **Members** worked on Society items for 8 hours and 15 min.

13 **Members** attended the meeting for a total of 23 hours.

54 People used the **Computers**, 20 used the **Bookroom**, 3 used the **Small Scanner**, and 4 People came in for **Chats**.

1 **Visitor** from Big Rapids came to Chat and do some Look-ups.

1 **Member** came in and Picked up the cartridges for the **Fund Raiser** for 15 min.

The **IT** guy came in for 1 hour and 30 min to fix the Printer problems.

Friends Meeting was the 14<sup>th</sup> from 6-8p.m. It is held on the 2<sup>nd</sup> Monday of the Month.

**Norma Furlow** worked at home for 131 hours on Obits.

**Teresa Ziegler** worked from home on memberships and Fund Raiser for 15hours.

We were closed 1 day for the Funeral of one of our members, **Betty Mallett**, who passed away on the 9<sup>th</sup> of June. She will be greatly missed.





# Friends of the Gladwin County Libraries Report to Library Board July 20, 2021

Barb Curtindale, President

The month of June, volunteers signed in 40 times for a total work time of 166 ¼ hours. This is to sort, mark, shelve or box the donated books.

We have set up a book booth at the Farmer's market on Saturdays 3 times now. The cost of the books are "Their donation of worth to them and contribution to support the libraries". We are doing very well with this new strategy; we plan to continue. We have taken in about \$700 in 12 hours of sale time. Each week we are making more than the previous one. A complete change of books is put on display for the shoppers each time. Children & Youth books are down where the kids can see them better. We take at least 12 cases of books each time.

We have had special requests for certain authors or type of books and we try to furnish those when possible.

The Fall Book Sale will be October 13 for members Noon to 4:30 and public on Oct. 14-16<sup>th</sup> 9:00 until 4:30 pm. We have agreed to try the donation technique for this sale to see how well it goes. We will also do a bake sale by donations.



June Usage Statistics 2021

Door Count/Curbside		In-person Program Attendance				People/kits, etc
Upstairs Childrens	507	Gladwin				13
Downstairs Adult	865	Story Time				6
Curbside	1	Literacy Kits Checkouts				25
<b>Gladwin Total</b>	<b>1373</b>	Adult Garden Kits				30
Beaverton Statistics		Adult Spice Kits				2
Beaverton Door	790	1000 Books Before Kindergarten				8
Curbside	4	Unsolved Case Files				153
<b>Beaverton Total</b>	<b>794</b>	John Ball Zoo				8
		Adult Crafts				245
<b>GCDL Total</b>	<b>2961</b>	<b>Gladwin Total:</b>				
		<b>Beaverton</b>				
		Book Club				12
		Story Time				78
		Literacy Kits Checkouts				8
		Adult Garden Kits				25
Gladwin	40	4343	752	221	621 Adult Spice Kits	30
Beaverton	27	1765	418	119	423 1000 Books Before Kindergarten	4
<b>GCDL TOTAL</b>	<b>67</b>	<b>6108</b>	<b>1170</b>	<b>340</b>	John Ball Zoo	167
					1044 Adult Crafts	6
Overdrive		450 Book Sale			<b>Beaverton Total:</b>	330
E-Book		478 Beaverton - 27				
New Users		9 Gladwin Downstairs - 21			Total:	575
Checkouts		58 Gladwin Upstairs - 20			Social Media Reach	
					Facebook	
Online Magazine					Reach	6,114
Web Site Visits	2188				Percentage	14.4% ↑
		<b>Total Programs Gladwin</b>			Instagram	
		Gladwin # Adult Programs	4		Reach	4
		Gladwin # Youth Programs	4		Percentage	91.4% ↓
		Gladwin Adult total	71			
		Gladwin Youth Total	174			
		<b>Total Programs Beaverton</b>				
		Beaverton # Adult Programs	4			
		Beaverton # Y Programs	4			
		Beaverton Adult Total	73			
		Beaverton Youth Total	257			



I attended a number of meetings, including Michigan Library Association and American Rural and Small Library Association.

My library financial management courses are in full swing and have already been overwhelming at times, but educating and helpful to creating a new appreciation for reading financial records. As we discussed before this will be very important in trying to balance new services to attract new patrons while retaining current ones with the reality of unpredicted revenues and charting unknown waters coming out of a pandemic.

Just last week I had a meeting with Cathy Webb, the Financial Aid Coordinator for the Library of Michigan. Did you know we are the ONLY state with library protection of penal funds in our constitution? We are! However, that doesn't mean there isn't a constant effort by our legislature to have that changed. I did learn that, since 2016, penal fine amounts collected have been on a declining trend. There is much to this subject that can easily lead to long conversations, but to reiterate my point - it's critical to be aware of what is going on, but we also need to focus on "What if".

As you know we have had some personnel changes this past month:

We bid a fond farewell to Carol Presidio, part-time, and Jessica Warner and Kat Lennon, both full-time and, in Kat's case, our program director. We thank them for their service and commitment to GCDL. They will be highly missed.

We welcome new part-time employees Marilou Hallam and Amy Sturgeon. We will not be filling the full time position vacated by Jessica, but we will be filling the Program Director position, hopefully in the weeks to come. We have an internal candidate under consideration.

As we inch closer to October's budget deadline, I would ask that the personal committee meet and discuss wages and cost of living predictions. Many libraries are in discussion with what do to with the shortage of staff and many companies offering higher wages. Being a non-profit makes this a very difficult position to be in. My recommendation would be to establish pay-wage parameters based on position and a stable outlook for COL, keeping in mind that many that did receive past raises have now left as well. All this being said, we still need to be careful with unknown revenue.

As you will hear, our Employee Handbook update is nearly done and a Pre-approval final revision will probably be presented at the next board meeting for approval. I can say that reading it now, in my opinion, it's a highly updated and professional document that was very much in need.

As you can see (or maybe not see because the lights are so bright!) the light installation is happening. All sections of the library that have been done are AMAZING. However, now we can see all the spots that we need to clean.

Sign implementation is set and ready to go upon majority board approval tonight, unless further discussion needs to take place at the Building Committee level.

As you all probably saw in the paper, the library got a very nice promotion through the announcement of my involvement with the new Rural and Small Library Fellowship. We began today and I'm excited to pave the way for the future with our library system being a leader in the promotion of literacy levels and working with other sectors of the community. This will be an exciting two-year path. I do hope that many will participate and many great things will come of it.

We did apply for what they say is a “ Lifetime” opportunity in the American Rescue Plan Act and the award of 4 Million dollars to the Library of Michigan is to be dispersed to other public libraries. As with many grants, it comes with many stipulations, rules, and guidelines. We have submitted for Remote Lockers. As you will see in the handout, these are lockers that are used like an ATM where you enter your card number and the locker pops open when you enter your card. This will allow for convenience, 24/7 access if a patron cannot make it during library hours, and will bring GCDL to a current and long-term trend of this service. Keep your fingers crossed that we are awarded the grant, as these are not cheap.

Our summer reading program is going very well, and although somewhat different than normal from years in the past our numbers are WAY better than last year and pretty much back to normal.

Storytimes have begun again, and we are excited to have a final summer reading party on Aug. 14<sup>th</sup> in Gladwin with a bouncy house, ice cream treats, etc.



**CONCEPT**  
**5**  
 3 FT X 8 FT TOP  
 CABINET WITH  
 4 FT X 8 FT  
 DIGITAL MESSAGE  
 CENTER

**CUSTOMER:** GLADWIN COUNTY DISTRICT LIBRARY  
**ADDRESS:** GLADWIN, MICHIGAN  
**SIGN TYPE:** ROAD SIGN  
**SALES REP:** JOHN EGGERS  
**GRAPHIC DESIGNER:** KIMBERLY BOLDT  
 989-781-5229

**DESCRIPTION:**  
**APPROVED BY:** \_\_\_\_\_  
**DATE:** \_\_\_\_\_



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# Estimate

8155 GRATIOT RD. SAGINAW, MI 48609 - 989-781-5229

Date	Estimate #
6/29/2021	9363

Name / Address
Gladwin County District Library 402 James Robertson Dr, Gladwin, MI 48624

Ship To

P O. No.	Terms	Rep
	50% down, balance...	JE

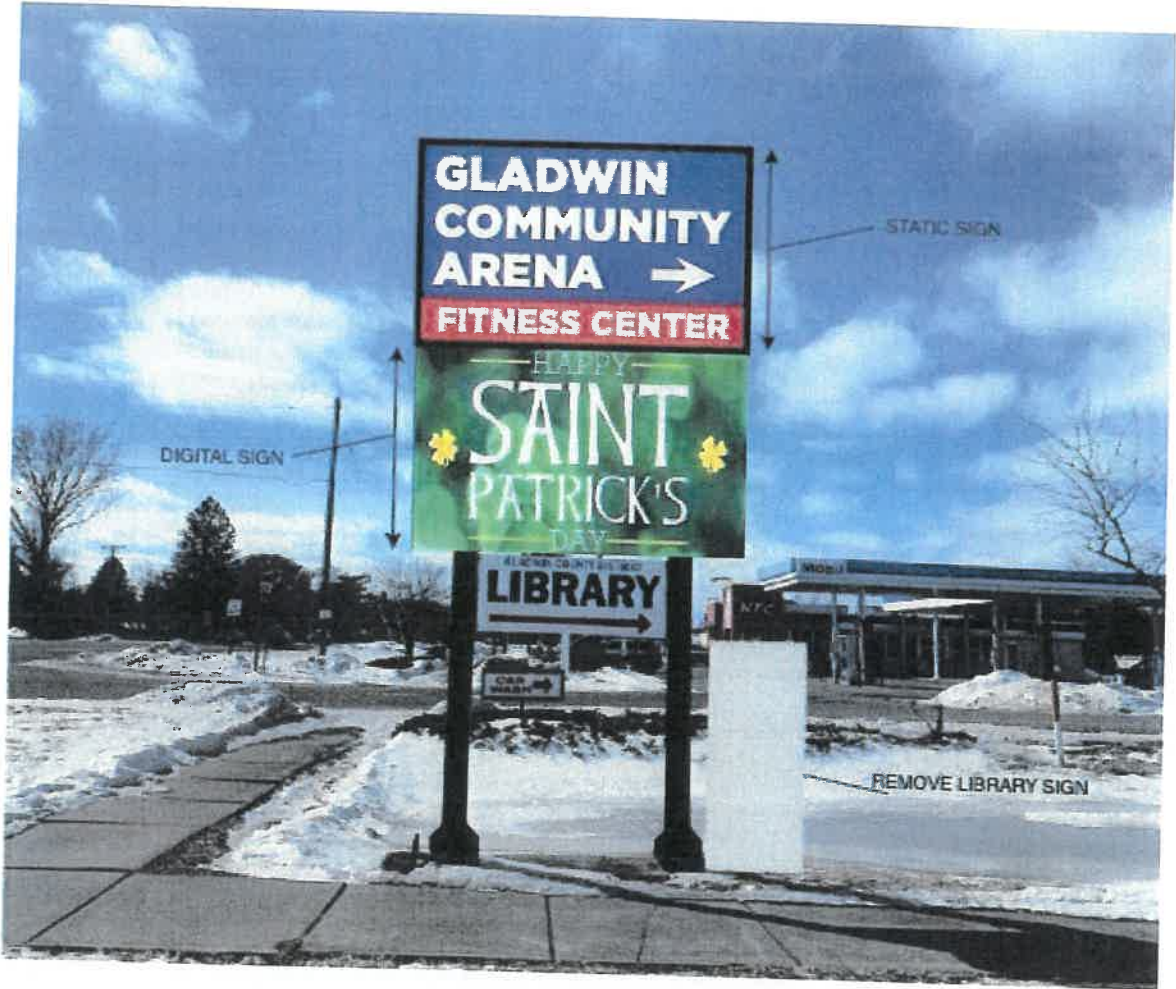
Description	Qty	Cost	Total
SIGN IMAGE's TRUE 5 YEAR WARRANTY for Watchfire Electronic Messaging Centers is included. Sign Image has partnered with Watchfire to enhance their industry leading 5 year parts warranty with a 5 Year Service Warranty covering all service to all Watchfire EMC WARRANTED PARTS (Damage not included). Thus making the only TRUE 5 YEAR WARRANTY. Insuring the end user of unprecedented support.		0.00	0.00T

THE SIGN SHALL REMAIN THE PROPERTY of Sign Image until paid for in full.  
In the event the client is delinquent in payment by more than 45 days, Sign Image reserves the right to remove the signage from the premise without notice of the client.  
And, the client shall hold Sign Image free of any liability regarding such removal.

<b>Sales Tax (6.0%)</b>	\$0.00
<b>Total</b>	\$37,758.27

Customer Signature \_\_\_\_\_







# HIGHER IMAGE

SIGNS & WRAPS LLC

2905 McCarty Road • Saginaw, MI 48603  
 Phone 989.964.0443 • Fax 989.964.0390

Date	03/22/21
Estimate No.	16062

Name/Address  
 Gladwin Library  
 c/o John Clexton

## QUOTE

Item	Description	Quantity	Cost	Total
Sign	5'3"x8'5" active matrix 16mm digital displays – back to back configuration (2 signs). Full color RGB matrix – 68 billion color options. 4G Modem* connectivity to sign from remote laptop (laptop not provided) for easy programming of sign. Can connect from any wifi network in the world to sign. Sign comes with library of thousands of animations and still images for holidays and events etc. Includes on site software training and lifetime phone tech support. 5 year warranty on LED displays – parts and labor. Includes on-site software training and phone support.	1	29,742.21	29,742.21T
Installation	Installation of sign to existing steel structure. May add structure as needed once we tear down existing sign cabinet. Will paint poles black before installation. Correct power must be at sign for termination. We terminate final power.	1	3,500.00	3,500.00
Sign	*New 5'x8'5" upper illuminated aluminum sign cabinet to sit on digital displays. White polycarbonate faces with translucent graphics applied. Will be LED lit with white LEDs. *Existing 10'x8' cabinet is one piece. It cannot be split in half etc as its a one piece body. Exempt from sales tax	1	3,995.63	3,995.63T
			0.00%	0.00

Total	\$37,237.84
Deposit Due	25k



**Please Sign Here:**

Please return a signed copy of this estimate along with your deposit. We require a 50% deposit to begin the project. Your signature means you agree to the payment terms of a net-30 schedule or modified terms outlined on the estimate and/or invoice. If payment terms are not met, Higher Image Signs & Wraps LLC reserves the right to reclaim or remove supplied item(s) with impunity. Quotes valid for 45 days.

Please make checks payable to: Higher Image Signs & Wraps LLC, 2905 McCarty Road • Saginaw, MI 48603  
 To pay by credit card call (989) 964-0443. Please have your invoice number available. A 3.75% fee is added to all credit card transactions.

Thank you for choosing Higher Image for your project!  
[www.higherimage.net](http://www.higherimage.net) • signs • wraps • interior • exterior

