

Gladwin County District Library Board Meeting

Meeting, @ 5 p.m. June 15, 2021

Gladwin County District Library

106 Tonkin St.

Beaverton, MI 48612

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
- M. BOARD COMMENTS
- N. ADJOURNMENT



Next Gladwin County District Library Board Meeting – July 20th 5:00 PM
Gladwin County District Library
402 James Robertson Drive
Gladwin, MI 48624

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.

Approved by: John Rhode

Date: 6-15-21



**Gladwin County District Library
Board of Trustees Regularly Meeting
BOARD MINUTES
Tuesday, May 18th, 2020 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 (ABSENT Arrived at 5:16), Madalyn Steyer, Lori Fall, Becky Miller.

Also attending: Gladwin County District Library Director John Clextan, Kathleen Lennon, Barb Curtinndale.

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 Lyons to approve the agenda with no corrections or additions.

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.

D) Approval of Minutes:

With a motion to approve the April 2021 minutes as presented with the corrections of removing under I "The firm Foster and Swift charge by 6 minute increments, and charge for travel and other things" and or additions with a motion by Frei, supported by Lyons, 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.

Approved by: _____

J. L. Miller

Date: _____

6-15-21

E) Reports:

a. Genealogy- 17 days the Genealogy Room was open with 1 society meeting with 9 members in total attending for 20.5 hours. The first genealogy class for Mid-MI CC was held in genealogy room for tours, education etc. with 9 persons totaling 25.25 hours. Jerry Smith completed 4 hours of tech work on a digitizer machine preps. 17 workers signed in for a total of 106 hours and 45 min. 22 members signed in for a total of 62 hours and 45 min. 3 patrons used the room for a total of 5 hours and 10 min. 6 people dropped in for chats and tours totaling 1 hour. 46 people worked on the computers, 7 people used the bookroom plus the 9 for class time, 4 people used the small scanner, and 1 person went to the Library Board Meeting for 1 hour and 30 min. The Genealogy program of collecting Toners and Ink cartridges turned into Staples has so far given \$290 in credit to the Library.

b. Friends of the Library-6 volunteers signed in 28 times, a total of hours was 105.5 hours. The membership meeting time of 6 members and Library Director was 10.5 hours vol. time. Book transport of unneeded books to midland at 6 hours total, thanks to Tim and Linda Dicken. Book Sales will begin Wednesday May 19 till May 22nd.

F) Public Comments:

No public comments given at this meeting.

G) Approval to Pay Bills:

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

Prepaid(s) in the amount of \$ 13,994.51

Payroll(s) in the amount of \$23,833.71

Additional bills: \$9,767.89

With a total amount of bills to be paid of: \$47,596.11

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.

Approved by: _____

Date: _____

J. A. Rhu

6-75-21

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 did rise but the amount of checkouts were lower than the month before. Our audio books have continued to check out at the same rate. Generally, numbers are fluctuating up and down, and it is difficult to compare to previous years as it is a process to continue to recover from COVID19. 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 is 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. ALA conference is now virtual, and Clextan will be able to attend with Save The Children Foundation registration for free in June. The LSTA grant was awarded to the Library through by Kat Lennon for STEM activities and for Teen activities. There are no legalities for patrons to have to wear masks, but staff are still required to wear masks. We are no longer quarantining materials. Kat and Clextan are in the final stages of the Harwood Professional Coaching to help with future collaboration. We are continuing to go out into the community and create connections. We have introduced the literacy kits in partnership with the MidMichigan Community Action Agency.

The electric sign has now been approved. July 4th we will not be participating as it is Sunday and unfair to ask staff to come in on a holiday. The hours of the Library have been reduced to only having a late Monday. Which we do believe causes lack of access to all community members. To open later at night, there is a need to have more staffing hours which means more money. We will revisit extending hours in the July board meeting. The board will need to decide if we will continue with being Fine Free with the exception of damaged and lost materials. We want to encourage more people to use their cards. With such a small budget it is difficult to decide if we should go fine free, or continue to collect them. We will need to reach out to those who have enormous fines, to recoup those funds. There is a talk to have children be fine free only.

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

I) Committee Reports as Follows:

Finance: The issues with the statements being late do not lie with the bank, but with the post office. Frei would like to start looking again at a new account holder as TCF will be changing to Huntington Bank. This will require the library to purchase new bank slips and new checks. Huntington is predicted to be a higher cost so the board will need to look at different investment account holders. The bank change will happen in September and they still do not know what the new fee structure will be. If there is a large change, the library will change our banks. This will have to be revisited in July in Old Business.

Personnel: Did not meet.

Approved by: _____

Date: _____



6-15-21

Building: The sign could be about 37, 000 and with the LED and sign it would bring it to a total of 67, 861. The USDA grant is a 75% contribution, so they will cover about 50,000. Consumers will give us 11,000. The Library will end up paying 6,000 out of pocket. It is being discussed again, will the Arena pay for the separate lights for their arena. Since the building and maintenance is split evenly in bills, it would make sense that the bill be split in half. The Friends of the Library would like to give up to 7,500 to help pay for the remainder of the bill for out of pocket costs. Building committee will work further with the company, to figure out details. The city did say it is in the right of way, they will need a draft of an easement. It was discussed with the city attorney, that in 2008 it had already been granted that a sign could exist. All that is left is that the board needs to pick the sign, run it by the city. There are dead bushes and a dead tree around the Library Sign currently and they do need to be removed as it does not look appealing. Clextion will be contacting the city about it.

Ad hoc(by laws): John contacted Foster Swift about the Bylaws. \$420 for 2 hours to look over the policy however they \$210 option for the model policy that is basically an updated, current policy and helps when there is changes that need to be made we will be able to vote and update the policy's. The model policies cover everything so well that nothing will have to be added. The Library will be paying for the Model Policy.

J) Communications:

- a. Donations in Memory of Bill Rhode. We have received several donations.
- b. Donations in Memory of Caroline Bellinger

K) Old business as Follows:

- a) No old business.

L) New Business as Follows:

- a) Proposed LED and new sign on M-61 presentation
Public comment and Q and A opportunity, with no public present there was no Q and A.
- b) Adoption and resolution of 2021 Millage rates.

Current rate .4944 which is the max rate. The expiration date of the millage is 2025.

With a motion to adopt the resolution 2021, 05, 18 to set the millage for next year by Frei, supported by Fall, 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.

Approved by: J. L. Lennon

Date: 6-15-21

M) Board Comments as follows:

a) No board comments

N) Adjournment:

The meeting was adjourned at 6:14.

Minutes Taken and Transcribed by Kat Lennon, staff member.

Genealogy Report to Library Board for June 15, 2021 Meeting

By Barb Curtindale, President, GCGS, Inc.

This report covers the month of May, 2021

20 days we were open.

1 Society meeting- 12 members total time 18 hours and 45 min.

21 **Workers** signed in for 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 45min, 1 **Person** was from Traverse City and 1 **Person** was from Eaton Rapids.

7 **People** dropped in for **Chats and Tours** totaling 3 hours and 30 min.

29 **People** worked on the **Computers**, 14 **People** used the **Bookroom**,

4 **People** used the **Small Scanner**, and 3 **People** used the **Tech Room**.

1 **Person** went to the Library Board Meeting for 1 hour and 30 min.

8 **People** helped out with the **Friends**, getting ready for their book sale and during the sale, also for 34 hours and 15 min. The Sale was a **Big Success**.

The Friends have their meetings on the 2nd Monday. Anyone who is interested in coming and joining are invited.

Norma Furlow work on the Obit. Indexing from here home for 119 hours and 30 min. Thank you

Report of the Friends of the Gladwin Co. Libraries to:

Library Board meeting-- on June 15, 2021

This report covers the month of May, including the book sale.

We are missing one full sign in sheet but with what we have the numbers are good.

27 different members signed in for a total of ⁴¹⁴~~384~~ hours 20 min. 2 others didn't sign out but I gave them 6.30 time total. 2 officers worked 33 hours 45 min at home for a total of **424 hours 35 minutes**.

We have a core group of volunteers made up of board members and a few others who do the general work of the group except for the sale. About a dozen total. We hope to get a few more involved.

We took in 42 memberships during the sale, most didn't mark any participation choices.

Financially our sale was not bad considering pandemic. We tried selling top quality books at 75% off retail price. Sold \$131.00 with favorable comments. Artwork sold \$87.00. some of the leftovers were donated to Sacred Heart for their big Rummage sale at the K of C. Hall, some retained, others returned to donors. Total from books & art sale \$1,439.80; 42 memberships \$245.00 a grand total of \$1684.80 for a covid pandemic sale this is terrific.

8 memberships were received on the "members only" first day. All others were on regular days. We had a great sales lady working hard, they couldn't resist her pitch!

About 1,000 clean sorted books were given just for getting them from Mr. McKenna from Beaverton after his own misc. sale. 88 cases of books from Tom Lovett's (Amazon listings) were brought to library, unpacked and cleaned up, sorted by category and repacked for next sale (select books) All books are now stored in "Banker boxes" and flat berry boxes (paperbacks) for safer stackable storage. A lot of hard work by our volunteers. Excess books rec'd 2019 and prior were removed before repacking our sale books. These were taken to Goodwill industries store in Midland.

Plans are moving forward for the Fall Book sale.

Building Maintenance	
Bonham Heating & Air Conditioning	\$90.00
CM Lawncare	\$300.00
CM Lawncare	\$300.00
Superior Fire Protection Service	\$142.00
Waste Management	\$245.10
Credit Card	
tcf Bank	\$413.76
tcf Bank	\$265.84
Equipment Maintenance	
1st Rate Office Solutions	\$161.93
Great America Financial Services	\$122.73
Navitas	\$155.17
Legal & Professional	
Foster Swift	\$3,507.00
Weinlander Fitzhugh	\$1,300.00
Library Materials	
Baker & Taylor	\$4,208.51
Gale/Cengage	\$18.20
Publicity	
Gladwin County Fair	\$35.00
Travel Expense/Reimbursements	
John Clexton	\$10.08
Kat Lennon	\$474.87
Cathy Newman	\$70.56
Laura Walters	\$50.40
Jessica Warner	\$30.24
Utilities	
City of Gladwin	\$223.48
Consumers Energy	\$29.13
Consumers Energy	\$2,657.28
Valley Library Consortium	
VLC Fees	\$5,437.50
WhitePine Library Cooperative	
Membership-Bibs	\$201.55
	\$20,450.33
Total of PrePaid & UnPaid	\$35,952.35

Audio/Visual	
Bestsellers Audio, LLC	\$618.70
Building Maintenance	
Arnold Center	\$571.20
Contractual Services	
Digital Image (IT support)	\$500.00
Health Insurance	
44 North	\$104.70
Supplies & Printing	
Eco Water	\$18.00
Telephone/Internet	
Telnet	\$321.70

\$2,134.30

Payroll Summaries

5/13/2021	\$7,727.70
5/27/2021	\$7,774.32
TOTAL PAYROLL	
	\$15,502.02

Total of PrePaid & UnPaid **\$35,952.35**

GCDL CHEMICAL BANK

Enter payments as negative amounts in table, below.

Date	Description	Amount	Merchant name	Budget Line Item	Balance
4/22/2021	Library Membership	\$92.74	IFLA (International Federal Library Assoc.)	Membership	\$92.74
4/22/2021	Transaction Fee for Currency Exchange (See Above)	\$2.78	TCF Bank	Bank Charges & Fees	\$2.78
4/23/2001	Adobe Pro	\$15.89	Adobe	Equipment/Software	\$15.99
5/2/2021	Stamps.com Monthly Fee	\$17.99	Stamps.com	Postage	\$17.99
5/5/2021	Zoom Discount via Tech Soup	\$57.00	Techsoup	Equipment/Software	
5/14/2021	Zoom Yearly subscription	\$79.44	Zoom	Equipment/Software	\$79.44
Total					\$208.94

GCDL CHEMICAL BANK

Enter payments as negative amounts in table, below.

Date	Description	Amount	Merchant name	Budget Line Item	Balance
5/3/2021	Summer Reading T-Shirts/prizes	\$413.76	Red Threads	Youth Programming	\$413.76
Total				\$413.76	\$413.76

Highlighted Meetings:

1. Public Library Association meeting - "Understanding the Role of Public Library Directors" presented by a 5 panel of library directors across US/Canada concerning current contemporary library topics and basic functions.
2. ARSL (Association of Rural and Small Libraries) Grant distributions Task Force - Discussion for State of Vermont major grant distribution, but essentially setting standards for other areas of the United States' Small and Rural Libraries for future grant proceedings.
3. Participated as a Guest Speaker for the Gladwin Rotary, updating library events and library happenings
4. Finalizing Harwood "Turning Outward" coaching sessions

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.

This past month I was honored to accept invitation to the Michigan Library Legislative and Advocacy Committee. This is a 10-member panel along with MLA that monitors, discusses, and guides current Michigan Legislation relating to library issues.

For example, HB4535 and 4536 will be presented on Thursday, June 17 at 10:30am These bills divert penal fines away from libraries to snowmobile trails. The schedule has not been solidified on the House TV website, but here is the link if you want to watch.

<https://www.house.mi.gov/htr.asp>

Lights/Sign Update:

*ARCMT
HOOTS roll rollers*

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.

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 but 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.

Some major grants that have been talked about have been just recently released, however all have a very limited and quick turnaround time.

Some of the grants that I will be working on this month are:

1. Emergency Connectivity Fund (Hotspots, remote printing)
2. American Rescue Plan Act (Outreach vehicles, library lockers, or library kiosks)
3. Michigan Covid 19 Safety Grants (HVAC, ventilation upgrades)
4. Michigan Humanities Organizations Pandemic Emergency Grants (Salaries, Project Supplies, Project Evaluation) (Looking at archives organization, proper storage, and digitization)

May Usage Statistics 2021									
Gladwin Statistics	Door Count/Curbside	Programs			In-person Program Attendance #			Virtual Library Programs	
		Upstairs Childrens	Downstairs Adult	Curbside	Children	Teen	Adult	Gladwin County District Library Statistics	10-Second Views/Engagements/Kits
	106							Story Time	282
	791							Literacy Kits Checkouts	14
	11							Craftivity Kits	200
Gladwin Total	908	0	0	0	0	0	0	Book Club	15
Beaverton Statistics								Adult Garden Kits	25
Beaverton Door	641							Adult Spice Kits	30
Curbside	1							1000 Books Before Kindergarten	4
	642							Adult Crafts	30
Beaverton Total	642	0	0	0	0	0	0	Total:	600
GCDDL Total	1550							Social Media Likes	
		Check-Outs	Requests Placed	Requests Filled	Computer Use	Wireless Use		Facebook	
Gladwin	15	3297	785	913	155	272		New Likes	6
Beaverton	15	1765	415	689	119	423		Instagram	
GCDDL TOTAL	30	5062	1200	1602	274	695		December	151
Overdrive	Audiobooks	440	Book Sale					January	178
E-Book		442	Beaverton - 27					February	181
New Users		18	Gladwin Downstairs - 41					March	187
Checkouts		58	Gladwin Upstairs - 3					April	191
Web Site Visits	2102							May	194
								Community Posts (shares)	68

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June 2021

 = Program will take place in Gladwin.
 = Program will take place in Beaverton.

Sign ups for Summer Reading Begin June 1st!



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	
27	28	29	30	1		3



Library Hours: Mon: 9am-7pm
 Tues-Fri: 9am- 5pm
 Sat: 9am-12:30pm
 Sun: Clc 1

Gladwin County District Library: (989) 426-8221
 Beaverton Branch Library: (989) 435-3981
 www.gccll.org

JULY 2021

 =Program will take place in Gladwin.
 =Program will take place in Beaverton.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28	29	30	1	2	3
4	5	6	7	8	9	10
Libraries Closed Independence Day	Craft Night Patriotic Wood 6pm Gladwin Reservation Required	Craft Night Patriotic Wood 6pm Gladwin Reservation Required	STORY TIME IN THE PARK! Fovillon by the Splash Park 10 am Beaverton	Story Time @ the Library Outside in Grass 10 am Gladwin	Story Time @ the Library Outside in Grass 10 am Gladwin	Stuffed Animal Sleepover Pick Up: 9-12:30
11	12	13	14	15	16	17
Craft Night Patriotic Wood 6pm Beaverton Reservation Required	"Spice-World Tour" Pick-up @Library	STORY TIME IN THE PARK! Fovillon by the Splash Park 10 am Beaverton	STORY TIME @ the Library Outside in Grass 10 am Gladwin	STORY TIME @ the Library Outside in Grass 10 am Gladwin	Stuffed Animal Sleepover Drop Off: 9-5	Stuffed Animal Sleepover Pick Up: 9-12:30
18	19	20	21	22	23	24
			STORY TIME IN THE PARK! Fovillon by the Splash Park 10 am Beaverton	Story Time @ the Library Outside in Grass 10 am Gladwin		
26	27	28	29	30	31	
1:00 Gladwin Library (outside) 3:00 Beaverton Library (Gym)	"Garden of Small Beginnings" Kit Pick-up @Library	STORY TIME IN THE PARK! Fovillon by the Splash Park 10 am Beaverton	Story Time @ the Library Outside in Grass 10 am Gladwin	Unsolved Case Files Solve the Mystery... 5pm-Reservation Required.		

1 2

Library Hours: Mon: 9am-7pm
 Tues-Fri: 9am- 5pm
 Sat: 9am-12:30pm
 Sun: 9-12:30pm

Gladwin County District Library: (989) 426-8221
 Beaverton Branch Library: (989) 435-3981
 www.gcdl.org

