

Approved by: John Rhode
Date: 1-16-24



**Gladwin County District Library
Board of Trustees Regular Meeting
December 20th, at 5:00 p.m.
BOARD MINUTES**

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

Trustees: Nancy Bodnar, Becky Miller and Madalyn Steyer. Excused, Don Hoffman.

Also attending: Gladwin County District Library Director John Clextan, 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) Approval of Agenda :

With a motion by Frei to approve the amended December 20th, 2023 agenda with the deletion of (E) Oaths of Office (Rhode/Fall), supported by Fall. Motion carried with 7 ayes.

D) Approval of Minutes:

With a motion to approve the November 21st, 2023 minutes by Fall, supported by Lyons. Motion carried with 7 ayes.

E) 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)

F) Public Comments: None

G) Approval to Pay Bills:

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

PrePaid(s) bills in the amount of \$15,798.44

Payroll(s) in the amount of \$17,342.76

Unpaid in the amount of \$12,178.64

With a total amount of bills to be paid: \$45,319.85

Motion carried 7 ayes.

H) Activity Reports as Follows:

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

I) Committee Reports as Follows:

a. **Personnel:** None

b. **Finance:** Frei reported the Williams Fund has increased at the last market close.

c. **Building:** None

d. **Permanent Collection Review:** None

e. **Ad Hoch**

- 1. Millage Committee –had discussion regarding the upcoming millage and requiring board members to visit townships. The Board should have a list of “selling points” for discussion.

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J) Communications: None

K) Old Business:

a) Strategic Plan: Clexton was looking for direction from the Board on how to get started on updating the current plan. Clexton is to get sample strategic plans and email board members before the January 2024 meeting.

b) Resolution 11/21/2023-B Donna & Michael Williams Memorial 2024 Budget(Now Resolution 12/19/23-A)

Fall motioned to approve **Resolution 12/19/2023-A**, Resolution to approve the 2024 Budget from the Donna & Michael Williams Memorial Fund, supported by Bodnar. A roll call vote was taken with the following results:

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

Motion carried 7-0.

c) Resolution 11/21/2023-D Adoption of 2024 Budget (Now Resolution 12/19/2023-B)

Fall motioned to approve **Resolution 12/19/2023-B**, Resolution to Adopt the 2024 Budget, supported by Lyons. A roll call vote was taken with the following results:

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

Motion carried 7-0.

L) New Business:

a) Resolution 12/19/2023-C Amendment of the 2023 Budget

Frei motion to approve Resolution 12/19/2023-C with two amendments to the 2023 Budget, supported by Miller.

A roll call vote was taken with the following results:

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

Motion carried 7-0.

b) Credit Card Review and Rewards (Finance)

Clexton explained how checks are not getting to our vendors in a timely matter causing late fees to be added to an invoice. Clexton requested that the Finance committee approve most invoices to be paid via ACH payments. The Committee will meet and provide a policy regarding ACH payments and protection from fraud being committed. It also was recommended to apply for a new credit card from Huntington bank.

c) USDA Single Audit.

Clexton explained that there could be a separate audit for the USDA loan with estimates costing \$3,000 -\$4,000. Clexton will apply for a waiver. The consensus of the Library Board gave Clexton approval to do what is needed to be in compliance of this audit.

M) Board Comments: Rhode reported that Gladwin City approved the request of him continuing to be on the Library Board, just waiting for the written approval.

N) Adjournment:

The meeting adjourned at 6:22 p.m.

Minutes Taken Laura Walters, Assistant Director.