

# **Schultz-Holmes District Library Board**

## **Meeting Minutes**

### **May 20, 2025**

Trustees present: Ciara McGrane, Blair Briggs, Greg Brown, Shelly DeVantier, Christine Burtle, Debra Rogers, Karen Waggoner

Also present: Bob Barringer

Trustees absent:

A meeting of the Schultz-Holmes District Library Board was held on Tuesday, May 20, 2025 at 7:00 pm. The meeting was called to order by President Ciara McGrane at 7:02 pm.

**President Ciara McGrane called for a motion to approve the agenda for the May meeting. Trustee Karen Waggoner made a motion to approve the agenda for the March meeting. Trustee Christine Burtle seconded and the motion carried unanimously.**

**President Ciara McGrane called for a motion to approve the minutes of the April meeting. Trustee Debra Rogers made a motion to approve the minutes of the April meeting. Trustee Greg Brown seconded and the motion carried unanimously.**

President McGrane called for public comment. No public comment was given.

President Ciara McGrane reported that the Strategic Planning Committee has been formed but has not met yet, the committee is waiting to meet until there is more direction regarding the building.

Trustee Karen Waggoner reported on the Building and Grounds Committee. The committee came up with a list of improvement projects to be completed over the next few years. Trustee Greg Brown has contacted a company out of Detroit that will be coming in a few weeks to inspect the roof. Repaving driveway approaches, filling and sealing the back lot, railing paint, general painting, and updating signage in the front of the library are all listed as priorities. President Ciara McGrane commented on upgrading handicap signage and upgrading hand drying options. Trustee Debra Rogers asked about getting motion sensors for the lights in the bathrooms. Most of the new furniture will be delivered by May 21st.

Treasurer Greg Brown reported on the Finance Committee. The committee discussed updates on the investment accounts and discussed adding more funds to the account, while keeping at least 3 months expenses in the General Fund. Money can be pulled out in one business day.

President Ciara McGrane provided an update from the Communications Committee. The survey is still running and results are coming in. Assistant Director Autumn Smith is already working on implementing suggestions. Survey will run through the end of July. Ciara McGrane reported that the Policy Committee is working on drafting finance policies, which may be ready for the next meeting.

Corresponding Secretary Shelly DeVantier reported that she has written 23 thank you notes for summer reading for donations, 5 for book sale help, 1 for Adopt-a-Magazine.

Director Bob Barringer reported that he is working with the accountant, invoices will be sent twice or month but can vary based on urgency. Brown and Nofsinger seem interested in doing our audit, but we have not gotten confirmation. There are several options for website vendors, the best option is a New York based company that would fit library needs very well. D&P is scheduled to do work on the library's fiber optic network in the beginning of June.

Treasurer Greg Brown gave the treasurer's report. Accounts Payable report that is provided monthly was reviewed.

**Motion by Trustee Karen Waggoner to approve the Accounts Payable report, supported by Trustee Debra Rogers. Motion carried unanimously.**

President Ciara McGrane noted that the roof inspection is still underway. No action required.

**President Ciara McGrane called for a motion to waive non-resident fee for Friends of the Blissfield Library volunteers. Motion by Trustee Karen Waggoner to approve waiving the non-resident fee for Friends of the Blissfield Library supported by Trustee Blair Briggs. Motion carried unanimously.**

Trustee Debra Rogers requested that staff track foot traffic into the library. Director Bob Barringer will send annual report statistics to Trustee Rogers.

**President Ciara McGrane called for a motion to approve a liquor license for Taste the State. Motion by Trustee Karen Waggoner, supported by Trustee Greg Brown. Motion carried unanimously.**

President Ciara McGrane called for public comment. No public comment was given.

Meeting adjourned at 7:53pm