

Schultz-Holmes District Library Board

Meeting Minutes

July 15, 2025

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

Also present: Bob Barringer, Autumn Smith

Trustees absent:

A meeting of the Schultz-Holmes District Library Board was held on Tuesday, July 15, 2025 at 7:00 pm. The meeting was called to order by President Ciara McGrane at 7:00 pm.

President Ciara McGrane called for a motion to approve the agenda for the July 15, 2025 meeting. Trustee Karen Waggoner made a motion to approve the agenda. Trustee Debra Rogers seconded the motion, and the motion carried unanimously.

President Ciara McGrane called for a motion to approve the minutes of the June 17, 2025 meeting. Trustee Christine Burtle made a motion to approve the minutes of the June 17, 2025 meeting. Trustee Shelly DeVantier seconded the motion, and the motion carried unanimously.

President Ciara McGrane called for public comment. There was no public comment offered.

President Ciara McGrane reported that the Strategic Planning Committee has been formed but has not met yet, the committee is waiting to meet until the building transfer is further along.

Treasurer Greg Brown reported on the Building and Grounds Committee. A few issues have been identified with the roof, but are minor. President McGrane continues to be in contact with Village Administrator Danielle Gross for assistance with remedying the issues.

Treasurer Greg Brown reported that the Finance Committee has approved putting the delinquent tax money into CLASS.

President Ciara McGrane provided an update from the Communications Committee. The survey is still running and results are coming in, even more since the River Raisin

Parade. President McGrane will have stats for the September meeting. President McGrane also provided a statement to the Advance regarding the building transfer.

President Ciara McGrane reported that the Policy Committee is working on finance policies which will be discussed and voted on during New Business.

Corresponding Secretary Shelly DeVantier provided her report. 9 Thank You notes have been sent for the Kids Carnival.

Assistant Library Director Autumn Smith provided an update on the Summer Reading Program. 268 participants are currently registered. There have been 27 programs and 6 outreach programs, with 1,189 participants so far. 49 new library cards have been issued since June 1st. This is the 2nd year with a new grand prize system, which has been great for engagement. Staff have been extremely busy. There are 2 more weeks after the current week.

Director Bob Barringer provided the Library Director's Report. Former Blissfield resident and attorney John Brown donated a famous Mark Twain photo to the library. He has also expressed interest in setting up an endowment for reading programs. There are a few issues in Quickbook reports, Director Barringer is working on it with the accountant. The library needs volunteers for Riga Day and Art at your Feet - contact Autumn Smith or Trustee Burtle if available. The engagement letter for the auditor, Brent Shea and Associates, has been signed. The new vendor is working on the website, please let Director Barringer know of any feedback. All the new furniture has been delivered.

Treasurer Greg Brown provided the Treasurer's report. Per Board request, Director Barringer will start including CLASS interest earned.

President Ciara McGrane called for a motion to approve accounts payable. Trustee Debra Rogers moved to approve the accounts payable report. Trustee Blair Meads seconded the motion and it was carried unanimously.

President Ciara McGrane reported that the roof inspection report has been received. The Village has reached out to the contractors to discuss details, but no response has been received yet. There is concern about the warranty transferring.

Ciara called for a motion to approve President McGrane and Director Barringer to begin the process of transferring the building from Village ownership to Library ownership. Motion by Trustee Karen Waggoner to approve President McGrane and Director Barringer to begin the process of transferring the building from

Village ownership to Library ownership. Motion seconded by Trustee Christine Burtle. Treasurer Greg Brown voted against the motion, motion carries.

President Ciara McGrane called for approval of the proposed Fraud Risk Management Policy. Motion made by Treasurer Greg Brown to approve the Fraud Risk Management Policy. Trustee Debra Rogers seconded the motion and it carried unanimously.

President Ciara McGrane called for approval of the proposed Whistleblower Policy. Motion made by Treasurer Greg Brown to approve the Whistleblower Policy. Trustee Blair Meads seconded the motion and it carried unanimously.

President Ciara McGrane called for approval of the proposed Budget Policy. Motion made by Trustee Blair Meads to approve the Budget Policy. Treasurer Greg Brown seconded the motion and it carried unanimously.

President Ciara McGrane called for approval of the proposed Child Safety Policy. Motion made by Trustee Christine Burtle to approve the Child Safety Policy. Trustee Debra Rogers seconded the motion and it carried unanimously.

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

Having completed the agenda, President Ciara McGrane declared the meeting adjourned at 7:44pm