

Schultz-Holmes District Library Board Meeting Minutes September 16, 2025

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

Also present: Bob Barringer, Autumn Smith

Trustees absent:

A meeting of the Schultz-Holmes District Library Board was held on Tuesday, September 16, 2025 at 7:00 pm. The meeting was called to order by President Ciara McGrane at 7:01 pm.

President Ciara McGrane called for a motion to approve the agenda for the September 16, 2025 meeting. Trustee Karen Waggoner made a motion to approve the agenda with the addition of adding Storm Sewer Discussion to Unfinished Business, and adding an opportunity for Board Member Comment after Public Comment to allow Trustee Rogers to read a prepared statement. Trustee Greg Brown seconded the motion with the addition and the motion carried unanimously.

President Ciara McGrane called for a motion to approve the minutes of the August 19, 2025 meeting. Trustee Greg Brown made a motion to approve the minutes of the August 19, 2025 meeting. Trustee Debra Rogers seconded the motion and the motion carried unanimously.

President Ciara McGrane called for public comment. Comment was given regarding concern with implementing a uniform and longevity with the health insurance stipend, such as hiring future employees that are not able to get insurance through their spouses.

During Board Member Comment, Trustee Debra Rogers responded to concerns brought up during the Budget Hearing on September 16th. President McGrane called for a motion to grant Trustee Rogers an additional three minutes to speak. Trustee Shelly DeVantier motion to add 3 minutes to Trustee Rogers time for comment. Trustee Christine Burtle seconded and the motion carried with Trustee Greg Brown voting no.

Trustee Ciara McGrane reported on the Strategic Planning Committee. Two bids have been received regarding a Capital/Property Needs Assessment for the building to give an idea on expected life span and recommended repairs in order to prepare a Capital Improvement Plan. Library attorneys have cleared the title for the building and the necessary signatures for transfer are in the process of being acquired.

Trustee Greg Brown reported on the Building and Grounds Committee. The pipe connecting sewer drains needs to be replaced so the cost is more than originally anticipated.

Trustee Greg Brown reported that the Finance Committee has not recently met as the full Board is working on the budget.

President Ciara McGrane reported on the Communications Committee. A report from the survey is available to review, Assistant Director Smith is already working on implementing suggestions.

President Ciara McGrane reported that there is no update from the policy committee.

Corresponding Secretary Shelly DeVantier reported that there was no correspondence this month.

Director Bob Barringer provided the Library Director Report. Director Barringer is continuing to work with our accountant to reconcile library accounting records. Payroll vendor is working to implement sick pay requirements based on state law and attorney suggestions. The Blissfield Library website is still in progress, we will be asking for an extension with the current vendor to ensure the new website is ready and there is no gap in service. Director Barringer will be speaking at the Carlson Library at the University of Toledo about book banning. Hoopla is very expensive to use but is very popular with residents so there is no plan to make any changes to service at this time. Assistant Director Smith has been selected to take a financial management course at the University of Wisconsin.

Assistant Director Smith provided a special report on some programs made possible from millage funding due to public interest. Programs that include higher cost materials are now possible- including flower-arranging and live music. There are 185 in house programs, nearly at capacity year-round in all programs. One Seed One State program has been implemented and a seed library is in the works. Early learning backpacks are in the works and will be available to patrons starting October 1.

Treasurer Greg Brown reported that the library CLASS account earned over \$4,701 in interest since April of this year. Money can be withdrawn the same or next day with no penalties.

Trustee Karen Waggoner made a motion to approve the Accounts Payable report. Trustee Blair Meads seconded the motion and the motion carried unanimously.

Budget resolution: President Ciara McGrane discussed several other options regarding health insurance and health related expenses, including continuing stipend, Qualified Small Employer Health Reimbursement Arrangement (QSEHRA), offering employee sponsored health insurance plan, or a combination of QSEHRA and flat wage increase. There is legal concern about making the stipend amounts to close to estimated health costs. A 2.7% Cost of Living Adjustment (COLA) was discussed as 2.7% is the expected cost of living increase by January 2026 according to the Social Security Administration.

Motion made by Trustee Greg Brown to take a 5 minute recess. Trustee Christine Burtle supported the motion and it was carried unanimously. The meeting was recalled at 8:22.

Motion by Trustee Greg Brown to amend the budget with the 2.7% COLA for Part-Time employees for FY2026 and the max QSEHRA of \$12,800 per year with flat wage increase of \$6,266.88 per full time employee to prevent employees from bearing tax liability related to the QSEHRA allocation. Trustee Karen Waggoner seconded the motion. Recording Secretary Blair Meads conducted a roll call vote:

Rogers	No
Brown	Yes
Burtle	Yes
Meads	Yes
Waggoner	Yes
DeVantier	No
McGrane	Yes

Motion carried through roll call vote.

Trustee Karen Waggoner made a motion to approve the amended 2025-2026 Budget Resolution. Trustee Christine Burtle seconded the motion. Recording Secretary Blair Meads conducted a roll call vote:

Rogers	No
Brown	Yes
Burtle	Yes
Meads	Yes
Waggoner	Yes
DeVantier	No
McGrane	Yes

Motion carried through roll call vote.

President Ciara McGrane called for a motion to authorize Trustees McGrane and Brown to revise Exhibit A to the budget resolution to reflect the changes made in this meeting. Motion made by Trustee Karen Waggoner to revise Exhibit A to the Budget Resolution. The motion was seconded by Blair Meads. Motion carried unanimously.

President Ciara McGrane called for a motion to approve the budget amendments for the 2024-2025 Fiscal Year. Motion was made by Trustee Greg Brown to approve the budget amendments for the 2024-2025 Fiscal Year. Seconded by Trustee Christine Burtle. Motion carried unanimously.

President Ciara McGrane called for a motion to approve the quote from Partner for the Property Condition Assessment. Motion made by Trustee Debra Rogers to approve the quote from Partner for the Property Condition Assessment. Motion was seconded by Trustee Karen Waggoner. Motion carried unanimously.

A property survey was recommended while ownership transfer of the building is in process. The transfer of ownership is still able to continue while the survey is in progress. **A motion was made by Trustee Greg Brown to approve up to \$5,000 for a property survey. Motion was seconded by Trustee Debra Rogers. Motion carried unanimously.**

The repairs for the sewer drain in the parking lot will be more intensive than originally anticipated, with piping and other parts needing to be repaired and replaced. **A motion made by Trustee Greg Brown to authorize up to \$12,000 for necessary repairs and construction to sewer drain and system with the current contractor. Motion was seconded by Trustee Debra Rogers. Motion carried unanimously.**

Regarding the request to amend the dress code policy, Assistant Director Smith spoke on concerns from staff about polo shirts noting that no other library in the county has a mandated uniform. There is also concern about affording the shirts, and that library funds would have to be used to purchase the uniforms. Trustee Shelly DeVantier clarified that her intent was to update the dress code rather than mandate a specific uniform. **A motion made by Trustee Karen Waggoner to refer the topic of dress code revisions to the Policy Committee to be more clear in establishing a business casual dress code, and to clarify what political expression is permitted by the dress code. The motion was seconded by Trustee Greg Brown. Motion carried unanimously.**

President Ciara McGrane called for public comment. Public comment was given as follows:

Judy Echols praised the library board and staff for their hard work for the community.

Meeting adjourned at 9:18pm