

Schultz-Holmes District Library Board

Meeting Minutes

February 18, 2025

A meeting of the Schultz-Holmes District Library Board on Tuesday, February 18, 2025. The meeting was called to order by President Ciara McGrane at 7pm.

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

Also present: Bob Barringer, Autumn Smith

Trustees absent: Blair Briggs

President Ciara McGrane added an agenda item concerning signatories for the library's bank accounts. President Ciara McGrane called for a motion to approve the agenda with the amendment. Trustee Greg Brown made a motion to approve the agenda with the amendment. Trustee Karen Waggoner seconded and the motion carried unanimously.

President Ciara McGrane called for a motion to approve the meeting minutes from the January 21, 2025 meeting. Trustee Debra Rogers proposed a correction to reflect that the library is in consultation with Donna Baker and has not already begun using the services as stated in the minutes. President Ciara McGrane called for a motion to approve the January 21, 2025 meeting minutes with the suggested correction. Trustee Debra Rogers made a motion to approve the meeting minutes with the correction. Trustee Christine Burtle seconded and the motion carried unanimously.

President Ciara McGrane opened the floor for public comment. There was no public comment.

President Ciara McGrane called for a motion to establish a strategic planning committee. Trustee Karen Waggoner made a motion to establish a strategic planning committee. Trustee Greg Brown seconded and the motion carried unanimously. President Ciara McGrane assigned Trustee Debra Rogers, Trustee Blair Briggs and herself to serve on the committee.

President Ciara McGrane called for a motion to disband the committee assigned to the Friends of the Library. Trustee Debra Rogers made a motion to disband the committee assigned to the Friends of the Library. Trustee Christine Burtle seconded and the motion carried unanimously.

The building and grounds committee provided an update. Trustee Greg Brown reported there were spots where the metal trim on the roof had been dislodged. Director Barringer reported the roofing company had been out on Monday and reported that they had fixed the trim. He reports the roofing company requested other contractors be careful when on the roof. Director Barringer requested written instructions to give contractors. Trustee Greg Brown reported that he did not think there were enough walking pads on the roof and will follow up with the roofing company.

Trustee Karen Waggoner provided an update on the furniture project. The committee has two proposed approaches. A mid-century modern style was proposed to tie in with the style of the building. The second approach focused more on durability of the pieces. Trustee Shelly DeVantier provided the board with an initial concept Laurie Nichols drew up for the mid-century modern approach. President Ciara McGrane asked if vendor information was available for the pieces in the concept provided, citing the need to look into warranty information for high-use pieces. Trustee Greg Brown asked if the proposed pieces were rated for commercial or residential use. President Ciara McGrane will provide a list to the building and grounds committee of trusted vendors that she has experience with through her work with the county. President Ciara McGrane also suggested that vinyl might be the easiest fabric to clean and less susceptible to bed bugs. Trustee Debra Rogers asked if the library furniture project was part of a larger plan for a library-wide renovation project. Director Barringer suggested looking into Herman Miller for pieces that capture the mid-century feel. President Ciara McGrane expressed that she enjoys the warm and cozy atmosphere and wants to make sure that the renovation projects retain that feel. Trustee Christine Burtle suggested that some people seek more mid-grade furniture that is meant to last 10 years or so and may be less of a long-term commitment. Director Barringer noted that form needs to follow function. He noted the library is a working library and staff need to be able to perform all the functions of their jobs effectively.

Trustee Greg Brown provided an update from the finance committee. Director Barringer is using Quickbooks at this time. Trustee Greg Brown asked Director Barringer if he would still use Quickbooks if the library employed an outside firm. Director Barringer replied that he was advised by Kate Pohjola Andrade and the accountant at Donna Baker that Quickbooks is the industry standard and would continue to use it as another option to track finances. Trustee Greg Brown reported that in response to community requests for the library financial documents to be placed on the website, the entire board packet, including the financial

documents, is now on the website homepage. President Ciara McGrane stated that the board would like Director Barringer to continue to seek information about accounting firms. President Ciara McGrane stated duties of the Treasurer have been returned to the Treasurer from the Director. President McGrane asked Director Barringer to provide background information about how he had come to assume those duties. Director Barringer said he started getting financial documents from the village due to a scheduling conflict with a previous Treasurer. Director Barringer noted the bylaws allow Treasurers to delegate duties to a Director. Trustee Greg Brown highlighted the revenue and expenditures report and noted the library is 33% done with the fiscal year and has used 23% of its annual budget at this point. President Ciara McGrane offered to seek additional information from the county about taxes collected from the townships. Trustee Debra Rogers inquired about a separate payroll account that is not part of the general fund account. Director Barringer will follow up about creating a second account and will report back next month.

President Ciara McGrane provided an update from the communication committee. She noted that she still needs photos and bios for the upcoming newsletter. She reported that it will cost \$650 to print the newsletter. Trustee Shelly DeVantier asked if the survey would be included in the newsletter. Trustee Debra Rogers asked if there would be extra copies to take to the townships. President Ciara McGrane confirmed the survey would be included and extra copies would be available. President Ciara McGrane called for a motion to approve the \$650 for the printing costs of the newsletter. Trustee Karen Waggoner made a motion to approve the \$650 for printing costs. Trustee Christine Burtle seconded and the motion carried unanimously.

President Ciara McGrane provided an update from the policy committee. She reported the first tasks of this committee are updating the personnel policy and the auditorium use policy.

Trustee Shelly DeVantier provided the Corresponding Secretary's report. Three thank you notes were sent. One note was sent to Kate Pohjola Andrade from the Woodlands Cooperative for providing training and two notes were sent in response to memorial gifts made to the library.

Director Barringer provided the Library Director's report. Director Barringer provided an update on securing an outside accounting firm. Donna Baker has stated they cannot take on the library as a client until May 1, 2025 due to tax season. Director Barringer advised the board to still consider Donna Baker, citing the firm has experience with other libraries in the area. Director Barringer provided information on a grant opportunity through the Carnegie Cooperation. Director Barringer provided updates regarding the front entry project. President Ciara McGrane asked Director Barringer to secure quotes for making the front entry accessible. Director

Barringer provided other updates about the staff restroom sink, the heating unit for the back hallway and some accounting issues that have been resolved. Director Barringer also noted maintenance that had been done by Tristan Brown. Director Barringer highlighted the library's new hire, Stacie Marquis. Director Barringer also noted that the board may need to consider adopting a policy to address the new Earned Sick Leave Act.

President Ciara McGrane called for a motion to amend the bylaws to reflect a change in the pay for board members from \$50 per meeting to \$30 per meeting. Trustee Karen Waggoner made a motion to amend the bylaws to reflect this change. Trustee Debra Rogers seconded and the motion carried unanimously. President Ciara McGrane stated she will amend the bylaws and send them out to board members.

President Ciara McGrane called for a motion to approve the adoption of Roberts Rules of Order Newly Revised 12th edition. Trustee Karen Waggoner made a motion to adopt the 12th edition of Roberts Rules of Order. Trustee Christine Burtle seconded and the motion carried unanimously.

Trustee Greg Brown proposed free library cards for Blissfield Community Schools students and staff. President Ciara McGrane called for a motion to approve free library cards for Blissfield Community Schools students and staff with a valid school identification card. Trustee Christine Burtle made a motion to approve free library cards for Blissfield Community Schools students and staff. Trustee Karen Waggoner seconded and the motion carried unanimously. Director Barringer noted that non-residents would receive non-resident cards with fees waived for staff and students of Blissfield Community Schools.

President Ciara McGrane called for a motion for the request for referral of financial policy creation and review to the policy committee. Trustee Debra Rogers made a motion for the referral of financial policy creation and review to the policy committee. Trustee Greg Brown seconded and the motion carried unanimously.

President Ciara McGrane called for a motion to approve the signing of the property and liability insurance renewal. Trustee Karen Waggoner made a motion to allow President Ciara McGrane to sign the renewal for the property and liability insurance. Trustee Shelly DeVantier seconded and the motion carried unanimously.

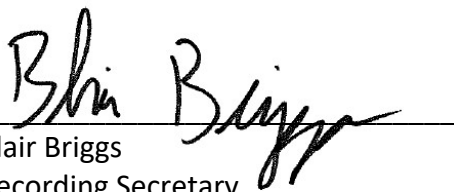
President Ciara McGrane called for a motion to remove former library board trustee Onn Brown as a signatory for library accounts and add President Ciara McGrane as a signatory. Trustee Karen

Waggoner made a motion to remove Onn Brown and add President Ciara McGrane as a signatory. Trustee Greg Brown seconded and the motion carried unanimously.

President Ciara McGrane opened the floor to public comment. Public comment was given as follows:

Jackie Bates provided an update from the Friends of the Library. She noted upcoming programs at which they will volunteer. Jackie also suggested that the board look into D&N Upholstery for the furniture project and noted Dave may be able to offer guidance on fabrics.

President McGrane adjourned the meeting at 8:39pm


Blair Briggs
Recording Secretary