

Schultz-Holmes District Library Board

Meeting Minutes

June 17, 2025

A meeting of the Schultz-Holmes District Library Board on Tuesday, June 17, 2025. The meeting was called to order by President Ciara McGrane at 7:01 pm.

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

Trustees absent: Blair Briggs

Also present: Bob Barringer

President Ciara McGrane called for a motion to approve the agenda for the June 17, 2025 meeting. Trustee Christine Burtle made a motion to approve the agenda. Trustee Debra Rogers seconded the motion, and the motion carried unanimously.

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

President Ciara McGrane called for a motion to approve the minutes of the May 20, 2025 meeting. Trustee Debra Rogers made a motion to approve the minutes of the May 20, 2025 meeting. Vice President Karen Waggoner seconded the motion, and the motion carried unanimously.

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.

Treasurer Greg Brown reported on the Building and Grounds Committee. The Friends of the Library have offered to maintain the flower beds as a volunteer opportunity. A roof inspection has occurred, and a report is in progress. Two issues have been identified. President McGrane will contact Village Administrator Danielle Gross for assistance with remedying the identified issues when the report is provided.

There was no update from the Finance Committee as it has not met since the previous meeting.

President Ciara McGrane provided an update from the Communications Committee. The survey is still running and results are coming in. Survey will run through the end of July.

President Ciara McGrane reported that the Policy Committee is working on drafting finance policies after prioritizing a list of policies, which should be ready for the next meeting.

Corresponding Secretary Shelly DeVantier provided her report regarding notes of thanks sent since the previous meeting, and indicated that six notes had been sent.

Director Bob Barringer provided the Library Director's Report, including a call for volunteers for the Summer Carnival on July 9 and the Parade on July 12; an update regarding the hiring of a part-time temporary program assistant who has also offered to train as a fill-in for other positions; the

receipt of quotes from proposed auditors; the procurement of web design and hosting services following the retirement of the Library's previous designer/host; the decision by the Advance to permit the Library to make its digital archives available online for a significant coverage period; and the receipt of delinquent taxes from the County.

Treasurer Greg Brown provided the Treasurer's Report, including an update that the CLASS account had earned \$1,450 in interest thus far. Trustee Debra Rogers inquired as to whether the revenue account for private contributions could be further broken down into categories. Director Bob Barringer agreed to discuss this idea with Donna Baker and implement as the accountant recommends. President Ciara McGrane called for a motion to approve accounts payable. Trustee Debra Rogers moved to approve the accounts payable. Trustee Karen Waggoner seconded the motion and it carried unanimously.

President Ciara McGrane noted that the roof inspection report had not yet been received and discussion of taking ownership of the building remained tabled.

President Ciara McGrane discussed the need to calendar a number of budget-related events. The Finance Committee planned to meet prior to the August 2025 meeting to discuss the budget proposal. The Committee of the Whole Workshop was scheduled for August 19, 2025 at 6:00pm. The public Budget Hearing was scheduled for September 16, 2025 at 6:00pm, with the Budget Review to occur at the regular meeting immediately after the Budget Hearing.

Trustee Debra Rogers renewed her request to have staff count physical visits to the Library to gain perspective regarding how individuals utilize the Library, and made a motion to that effect. Following discussion regarding limitations of staff time and resources, there was no second to the motion and the motion failed.

President Ciara McGrane called for a motion to approve Brent Shea, CPA of Morenci as the Library's auditor. Treasurer Greg Brown moved to hire Brent Shea, CPA as the Library's auditor. Trustee Christine Burtle seconded the motion and it carried unanimously.

President Ciara McGrane called for public comment. Public comment included a compliment of President McGrane's guest editorial in the Advance, and a recommendation to utilize the Advance more regularly by submitting stories and photos to build community support.

Having completed the agenda, President Ciara McGrane declared the meeting adjourned at 8:04pm.