

Schultz-Holmes District Library Board

Meeting Minutes

October 21, 2025

Trustees present: Ciara McGrane, Blair Meads, 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, October 21, 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 October 21, 2025 meeting. Trustee Karen Waggoner made a motion to approve the agenda. Trustee Christine Burtle seconded the motion, and the motion carried unanimously.

President Ciara McGrane called for a motion to approve the minutes of the September 16, 2025 Budget Hearing. Trustee Debra Rogers made a motion to approve the minutes of the September 16, 2025 Budget Hearing. Trustee Waggoner seconded the motion, and the motion carried unanimously.

President Ciara McGrane called for a motion to approve the minutes of the September 16, 2025 Regular Meeting. Trustee Greg Brown made a motion to approve the minutes of the September 16, 2025 Regular Meeting. Trustee Blair Meads 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 will be meeting following the Regular Meeting. The Condition Assessment Agreement has been signed and the process of gathering information and scheduling is underway. Development for the library's Strategic Plan is underway.

Trustee Greg Brown reported on the Building and Grounds Committee. The property survey has been initiated. Trustee Greg Brown has reached out to vendors about getting the sign out front updated but hasn't received any responses.

There is no report from the Finance Committee as the Budget was just passed in September.

President Ciara McGrane declared the Communication Committee disbanded, as the survey has been completed. The committee will start again when needed.

President Ciara McGrane reported that the Policy Committee has revised the Dress Code Policy as requested, and the changes have been sent to the attorney for review. There are also several proposed changes to the Library Director Evaluation Policy.

Corresponding Secretary Shelly DeVantier reported that 3 Thank You notes have been written - Lena's for hosting Homeschool Hangout Field Trip, Adrian District Library for help with the new backpacks, and a monetary donation.

Director Barringer gave the Library Director's Report. The audit and Condition Assessment are in progress. The new website is up and running, there are issues with editing the website that staff are communicating with the vendor about. Dr. Barringer spoke at the University of Toledo about Banned Books. Backpack launch has gone very well, and there has been media attention. The library's main book wholesaler, Baker and Taylor, is going out of business. There is a plan moving forward to order books, but there may be delays as other vendors are overwhelmed with new accounts. President Ciara McGrane complimented the Saturday Service Spotlight.

Treasurer Greg Brown provided the Treasurer's report.

President Ciara McGrane called for a motion to approve accounts payable.

Trustee Karen Waggoner moved to approve the accounts payable report. Trustee Blair Meads seconded the motion and it was carried unanimously.

President Ciara McGrane discussed when the next Director Evaluation should occur.

Trustee Greg Brown discussed June or July to have the review completed prior to drafting the budget. Board is in agreement for June or July for evaluation disbursement

A QSEHRA Resolution has been requested by the attorney. Trustee Debra Rogers asked if leftover funds will rollover. There is no rollover between years as the maximum is offered. **President Ciara McGrane called for a motion to approve the QSEHRA Resolution. Trustee Greg Brown moved to approve the QSEHRA Resolution. Trustee Christine Burtle seconded the motion. Trustee Debra Rogers voted against the motion, motion carried.**

Several revisions have been made to add clarity and specify the procedure for selection decisions and material challenges.

President Ciara McGrane called for a motion to approve the revisions to the Collection Development. Trustee Greg Brown moved to approve the collection development policy with noted corrections to typographical and grammatical errors. Trustee Karen Waggoner seconded the motion and the motion carried unanimously.

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

Meeting adjourned at 7:38pm