

Schultz Holmes Memorial Library Meeting Minutes
January 9, 2024

A regular meeting of the Schultz Holmes Memorial Library Board was held on Tuesday, January 9, 2024. The meeting was called to order by President Greg Brown at 7:00 pm.

Trustees present: Greg Brown, Oliver Brown, Christine Burtle, Shelly DeVantier, Karen Waggoner

Also present: Library Director Bob Barringer

President Brown called for a motion to approve the agenda for the January meeting. Trustee Oliver Brown made a motion to approve the January agenda. Trustee Waggoner seconded and the motion carried unanimously.

President Greg Brown called for a motion to approve the minutes of the November 14, 2023 meeting as corrected, noting closed session commencing approximately 7:45 pm and returning to open session approximately 8:00 pm. A motion to approve the November 14, 2023 minutes as corrected was made by Trustee Karen Waggoner. Trustee Oliver Brown seconded the motion and the motion carried unanimously.

The Board accepted Trustee Josephine Spiegel's resignation effective Jan. 1, 2024. A motion was made by Trustee Oliver Brown to recommend Trustee Shelly DeVantier as Corresponding Secretary. Trustee Christine Burtle seconded the motion. A unanimous vote was taken and Trustee Shelly DeVantier was designated Corresponding Secretary effective immediately.

President Greg Brown called for a motion to amend the approved minutes of the June 1, 2023 meeting with corrections noting meeting went into closed session at 7:50 pm to discuss attorney communications and the open meeting recommenced at 8:05 pm. Trustee Karen Waggoner made a motion to amend the minutes as called. Trustee Oliver Brown seconded the motion and the motion carried unanimously in a roll-call vote. Trustee Karen Waggoner made a motion to approve the minutes of the June 1, 2023 meeting as amended. Trustee Oliver Brown seconded and the motion carried unanimously.

President Brown called for a motion to amend the approved minutes of the October 5, 2023 meeting. Trustee Karen Waggoner made a motion to amend October 5, 2023 minutes. Trustee Oliver Brown seconded and the motion carried unanimously in a roll-call vote. Trustee Karen Wagonner made a motion to approve amending the minutes to show the meeting going into closed session at approximately 7:30 pm and returning to open session at approximately 7:45 pm. Trustee Oliver Brown seconded and the motion carried unanimously.

President Brown called for a motion to approve the 2024 calendars. Motion to approve 2024 calendars as presented was made by Trustee Oliver Brown. Trustee Karen Waggoner seconded and the motion was carried unanimously.

President Brown called for a motion to adjourn. Trustee Oliver Brown made a motion to adjourn. Trustee Burtle seconded and the motion was carried unanimously.
Adjournment 8:05 pm

Schultz Holmes Memorial Library Board Meeting

February 13, 2024 7pm

A regular meeting of the Schultz-Holmes Memorial Library Board was held on Thursday, February 13, 2024. The meeting was called to order by President Greg Brown at 7:00 pm.

Trustees present: Oliver Brown, Greg Brown, Karen Waggoner, Shelly DeVantier, and Christine Burtle

Also present: Bob Barringer, Library Director

President Greg Brown called for a motion to approve the agenda for the February meeting. Trustee Shelly DeVantier made a motion to approve the February agenda. Trustee Oliver Brown seconded and the motion carried unanimously.

President Greg Brown called for a motion to approve the minutes of the previous meeting. Trustee Karen Waggoner made a motion to approve the minutes of the January 9, 2024 meeting as submitted. Trustee Shelly DeVantier seconded the motion and the motion carried unanimously.

President Greg Brown asked for a motion to appoint Ciara McGrane for the vacant library board trustee seat. Karen Waggoner made a motion to appoint Ciara McGrane. Christine Burtle seconded and the motion carried unanimously.

President Brown asked for a motion to table the Friends Memorandum of Understanding. Trustee Oliver Brown made a motion to table the Friends Memorandum of Understanding. Trustee Karen Waggoner seconded and the motion carried unanimously.

President Greg Brown called for a motion to adjourn the meeting. Trustee Karen Waggoner moved to adjourn. Trustee Shelly DeVantier seconded and the meeting adjourned at 7:50 pm.

Schultz Holmes Memorial Library Board Meeting

March 12, 2024 7pm

A regular meeting of the Schultz-Holmes Memorial Library Board was held on Tuesday, March 12, 2024. The meeting was called to order by President Greg Brown at 7:00 pm.

Trustees present: Oliver Brown, Greg Brown, Karen Waggoner, Ciara McGrane, and Christine Burtle

Trustees absent: Shelly DeVantier

Also present: Bob Barringer, Library Director

President Greg Brown called for a motion to approve the agenda for the March meeting. Trustee Christine Burtle made a motion to approve the March agenda. Trustee Ciara McGrane seconded and the motion carried unanimously.

President Greg Brown called for a motion to approve the minutes of the previous meeting. Trustee Ciara McGrane made a motion to approve the minutes of the February 13, 2024 meeting as submitted. Trustee Shelly Karen Waggoner seconded the motion and the motion carried unanimously.

President Greg Brown called for a motion to go in to closed session, citing attorney client privilege. Trustee Ciara McGrane made a motion to go into closed session, citing attorney client privilege. Trustee Karen Waggoner seconded the motion to go into closed session and the motion carried unanimously. The meeting went into closed session at 7:16pm.

President Greg Brown called for a motion to come out of closed session at 8:05pm. Trustee Oliver Brown made a motion to come out of closed session. Trustee Christine Burtle seconded the motion and the motion carried unanimously. The meeting came out of closed session and returned to open session at 8:07pm.

Trustee Greg Brown called for a motion to adopt the National Library Week Proclamation. Trustee Ciara McGrane made a motion to adopt the National Library Week Proclamation. Trustee Oliver seconded the motion and the motion carried unanimously.

Trustee Greg Brown called for a motion to adjourn. Trustee Ciara McGrane made a motion to adjourn. Trustee Karen Waggoner seconded the motion and the motion carried unanimously. The meeting adjourned at 8:13pm.

Schultz Holmes Memorial Library Board Special Meeting

March 16, 2024

A special meeting of the Schultz-Holmes Memorial Library Board was held on Saturday, March 16, 2024. The meeting was called to order by President Greg Brown at 5 pm.

Trustees present: Greg Brown, Oliver Brown, Christine Burtle, Shelly DeVantier, Ciara McGrane, and Karen Waggoner

Trustees absent: none

President Greg Brown called for a motion to approve the agenda for the March 16 meeting. Trustee Christine Burtle made a motion to approve the March 16 agenda. Trustee Karen Waggoner seconded and the motion carried unanimously.

President Greg Brown called for a motion to go into closed session citing attorney/client privilege. Trustee Ciara McGrane made a motion to go into closed session citing attorney/client privilege. Trustee Christine Burtle seconded and the motion carried unanimously. The meeting went into closed session at 5:02pm.

President Greg Brown called for a motion to come out of closed session and move into open session. Trustee Ciara McGrane made a motion to come out of closed session and move into open session. Trustee Oliver Brown seconded and the motion carried unanimously. The meeting came out of closed session and went into open session at 5:29pm.

President Greg Brown called for a motion to approve the District Library Agreement pending amendments as discussed in closed session and authorize President Greg Brown to sign such. Trustee Ciara McGrane made a motion to approve the District Library Agreement pending amendments as discussed in closed session and authorize President Greg Brown to sign such. Trustee Oliver Brown seconded and the motion carried unanimously.

President Greg Brown called for a motion to approve the attachments to the District Library Agreement and authorize President Greg Brown to sign such. Trustee Ciara McGrane made a motion to approve attachments to the District Library Agreement and authorize President

Greg Brown to sign such. Trustee Karen Waggoner seconded and the motion carried unanimously.

President Greg Brown called for a motion to adjourn. Trustee Ciara McGrane made a motion to adjourn. Trustee Oliver Brown seconded and the motion carried unanimously.

Adjournment 5:36pm

Schultz Holmes Memorial Library Board Meeting

April 9, 2024

A regular meeting of the Schultz Holmes Memorial Library Board was held on Tuesday, April 9, 2024. The meeting was called to order by Vice President Oliver Brown at 7:00 p.m.

Trustees present: Oliver Brown, Karen Waggoner, Ciara McGrane and Shelly DeVantier

Trustees absent: Christine Burtle, Greg Brown

Vice President Oliver Brown called for a motion to approve the agenda for the April meeting. Trustee Ciara McGrane made a motion to approve the April agenda. Trustee Karen Waggoner seconded the motion and the motion carried unanimously.

Vice President Oliver Brown called for a motion to approve the minutes for the March 12, 2024, regular meeting. Trustee Ciara McGrane made a motion to approve the minutes of the March 12, 2024, regular meeting as submitted. Trustee Karen Waggoner seconded the motion and the motion carried unanimously.

Vice President Oliver Brown called for a motion to approve the minutes of the March 16, 2024, special meeting. Trustee Ciara McGrane made a motion to approve the minutes of the March 16, 2024, special meeting as submitted. Trustee Karen Waggoner seconded the motion and the motion carried unanimously.

Vice President Oliver Brown called for a motion to donate 5 hours of the auditorium rental fee to the Blissfield Rotary for their annual auction. Trustee Ciara McGrane made a motion to donate 5 hours of auditorium rental to the Blissfield Rotary. Trustee Karen Waggoner seconded the motion and the motion carried unanimously.

Trustee Ciara McGrane made a motion to postpone discussion until the next meeting on the change in by-laws to clarify library personnel in the Village Personnel Manual. Trustee Karen Waggoner seconded the motion and the motion passed unanimously.

Vice President Oliver Brown called for a motion to adjourn. Trustee Karen Waggoner made a motion to adjourn. Trustee Ciara McGrane seconded the motion and the motion carried unanimously. The meeting was adjourned at 7:43 p.m.

Schultz-Holmes District Library Provisional Board Organizational Meeting

May 14, 2024

A meeting of the Schultz-Holmes District Library Provisional Board was held on Tuesday, May 14, 2024. A motion was made by trustee Christine Burtle and seconded by trustee Karen Waggoner to elect trustee Ciara McGrane as Temporary Presiding Officer (for this special meeting only). The motion was approved unanimously. The meeting was called to order by Temporary Presiding Officer Ciara McGrane at 6:02 pm.

Trustees present: Greg Brown, Oliver Brown, Karen Waggoner, Ciara McGrane, Shelly DeVantier and Christine Burtle

Trustees absent: none

Also present: Bob Barringer, Library Director

Temporary Presiding Officer Ciara McGrane called for a motion to approve the agenda for the May meeting. Trustee Karen Waggoner made a motion to approve the May agenda. Trustee Shelly DeVantier seconded and the motion carried unanimously.

Temporary Presiding Officer Ciara McGrane called for a motion to approve the Resolution Adopting Bylaws (as amended) following attorney review. Trustee Greg Brown made a motion to approve the Resolution Adopting Bylaws (as amended) following attorney review. Trustee Karen Waggoner seconded and the motion carried unanimously.

Temporary Presiding Officer Ciara McGrane called for a motion to elect trustee Greg Brown as President. Trustee Greg Brown made a motion to elect Greg Brown as President. Trustee Shelly DeVantier seconded and the motion carried unanimously.

Temporary Presiding Officer Ciara McGrane called for a motion to elect trustee Oliver Brown as Vice President. Trustee Christine Burtle made a motion to elect Oliver Brown as Vice President. Trustee Karen Waggoner seconded and the motion carried unanimously.

Temporary Presiding Officer Ciara McGrane called for a motion to elect trustee Karen Waggoner as Treasurer. Trustee Shelly DeVantier made a motion to elect trustee Karen Waggoner as Treasurer. Christine Burtle seconded and the motion carried unanimously.

Temporary Presiding Officer Ciara McGrane called for a motion to elect trustee Ciara McGrane as Recording Secretary. Trustee Christine Burtle made a motion to elect Ciara McGrane as Recording Secretary. Trustee Oliver Brown seconded and the motion carried unanimously.

Temporary Presiding Officer Ciara McGrane called for a motion to elect Shelly DeVantier as Corresponding Secretary. Trustee Christine Burtle made a motion to elect Shelly DeVantier as Corresponding Secretary. Trustee Karen Waggoner seconded and the motion carried unanimously.

Temporary Presiding Officer Ciara McGrane called for a motion to approve Resolution to Appoint Library Director and Staff. Trustee Karen Waggoner made a motion to approve Resolution to Appoint Library Director and Staff. Trustee Oliver Brown seconded and the motion carried unanimously.

Temporary Presiding Officer Ciara McGrane called for a motion to approve Employee Lease Agreement Amendments and to authorize President Greg Brown to sign the Employee Lease Agreement as amended. Trustee Oliver Brown made a motion to approve Employee Lease Agreement Amendments and to authorize President Greg Brown to sign the Employee Lease Agreement as amended. Trustee Karen Waggoner seconded and the motion carried unanimously.

Temporary Presiding Officer Ciara McGrane called for a motion to approve Facility Lease Agreement Amendments and to authorize President Greg Brown to sign the Facility Lease Agreement as amended. Trustee Oliver Brown made a motion to approve Facility Lease Agreement Amendments and to authorize President Greg Brown to sign the Facility Lease Agreement as amended. Trustee Christine Burtle seconded and the motion carried unanimously.

Temporary Presiding Officer Ciara McGrane called for a motion to approve Resolution to Approve Existing Policies of Schultz-Holmes Memorial Library. Trustee Greg Brown made a motion to approve Resolution to Approve Existing Policies of Schultz-Holmes Memorial Library. Trustee Karen Waggoner seconded and the motion carried unanimously.

Temporary Presiding Officer Ciara McGrane called for a motion to approve designation of Anne Seurnyck as library attorney. Trustee Greg Brown made a motion to approve designation of Anne Seurnyck as library attorney. Trustee Karen Waggoner seconded and the motion carried unanimously.

Temporary Presiding Officer Ciara McGrane called for a motion to approve scheduling regular meetings on the second Tuesday of each month at 7:00 PM. Trustee Christine Burtle made a motion to approve scheduling regular meetings on the second Tuesday of each month at 7:00 PM. Trustee Greg Brown seconded and the motion carried unanimously.

Temporary Presiding Officer Ciara McGrane called for a motion to adjourn. Trustee Greg Brown made a motion to adjourn. Trustee Oliver Brown seconded and the motion carried unanimously. Meeting adjourned at 8:00 PM.

Schultz-Holmes District Library Provisional Board Special Meeting

May 7, 2024

A special meeting of the Schultz-Holmes District Library Provisional Board was held on Tuesday, May 7, 2024. A motion was made by trustee Greg Brown and seconded by trustee Karen Waggoner to elect trustee Ciara McGrane as Temporary Presiding Officer (for this special meeting only). The motion was approved unanimously. The meeting was called to order by Temporary Presiding Officer Ciara McGrane at 7:00 pm.

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

Trustees absent: Oliver Brown

Also present: Bob Barringer, Library Director

Temporary Presiding Officer Ciara McGrane called for a motion to approve the agenda for the May meeting. Trustee Karen Waggoner made a motion to approve the May agenda. Trustee Greg Brown seconded and the motion carried unanimously.

Temporary Presiding Officer Ciara McGrane called for a motion to ratify the Resolution Approving Attachments to the District Library Agreement. Trustee Greg Brown made a motion to ratify the Resolution Approving Attachments to the District Library Agreement. Trustee Karen Waggoner seconded and the motion carried unanimously.

Temporary Presiding Officer Ciara McGrane called for a motion to approve the Resolution Submitting Millage Proposal. Trustee Christine Burtle made a motion to approve the Resolution Submitting Millage Proposal. Trustee Shelly DeVantier seconded and the motion carried unanimously.

An Organizational Meeting was scheduled for May 14, 2024 at 6:00 pm.

Temporary Presiding Officer Ciara McGrane called for a motion to adjourn. Trustee Karen Waggoner made a motion to adjourn. Trustee Greg Brown seconded and the meeting was adjourned at 7:18 pm.

Schultz-Holmes District Library Provisional Board Meeting

June 11, 2024

A meeting of the Schultz-Holmes District Library Provisional Board was held on Tuesday, June 11, 2024. The meeting was called to order by President Greg Brown at 7:02 pm.

Trustees present: Greg Brown, Oliver Brown, Karen Waggoner, Ciara McGrane, and Shelly DeVantier

Trustees absent: Christine Burtle

Also present: Bob Barringer, Library Director

President Greg Brown called for a motion to approve the agenda for the June meeting. Trustee Ciara McGrane made a motion to approve the May agenda. Trustee Oliver Brown seconded and the motion carried unanimously.

President Greg Brown called for a motion to approve the minutes of the May 14, 2024 Organizational Meeting. Trustee Karen Waggoner made a motion to approve the minutes of the May 14, 2024 Organizational Meeting. Trustee Shelly DeVantier seconded and the motion carried unanimously.

President Greg Brown called for a motion to approve the minutes of the May 7, 2024 Special Meeting. Trustee Oliver Brown made a motion to approve the minutes of the May 7, 2024 Special Meeting. Trustee Karen Waggoner seconded and the motion carried unanimously.

Corresponding Secretary Shelly DeVantier provided an update regarding ongoing donor support for the Summer Reading Program.

Trustee Ciara McGrane made a motion to table the topic of the financial report until Director Barringer returned from handling a technical issue. Trustee Oliver Brown seconded and the motion carried unanimously.

Director Barringer provided an update regarding calls for volunteers for upcoming events, including the Summer Reading Program Carnival and the River Raisin Festival parade. Director Barringer also provided an update regarding recent HVAC work.

Director Barringer presented a draft budget if the August 2024 millage is successful. There were a number of questions regarding the draft budget. Trustee Ciara McGrane made a motion to schedule a budget workshop to learn more about the Director's recommendations sometime before the next regular meeting.

President Greg Brown provided an update that the facility and employee lease agreements have been signed and finalized. Likewise, President Greg Brown advised that Village Council had approved a roof bid, and expressed concern about whether the bid would appropriately address the ongoing issues.

Trustee Oliver Brown provided an update that the Friends Committee will be meeting 6/18/24, but is prioritizing the Yes Committee activities.

Trustee Shelly DeVantier provided an update that the Yes Committee would also be meeting on 6/18/24, and was seeking concrete information to begin disseminating. Trustee Karen Waggoner volunteered to donate funds for yard signs.

President Greg Brown called for the creation of an ad hoc Communication Committee to prepare a consistent message regarding the upcoming millage request, including attendance at the next Township meetings in our district. President Greg Brown appointed Karen Waggoner, Oliver Brown, and Ciara McGrane to the Communication Committee. The Committee will meet via Zoom at Zoom ID 924 8455 9917, password SHDL on 6/25/24 at 7:00pm.

President Greg Brown called for a motion to approve the application for a liquor license for Taste the State on July 30, 2024. Trustee Oliver Brown made a motion to approve the application for a liquor license for Taste the State on July 30, 2024. Trustee Karen Waggoner seconded and the motion carried unanimously.

President Greg Brown called for a motion to approve the landscaping quote for tree work. Trustee Karen Waggoner made the motion to approve the landscaping quote for tree work. Trustee Greg Brown seconded and the motion carried unanimously.

President Greg Brown called for a motion to adjourn. Trustee Karen Waggoner made a motion to adjourn. Trustee Ciara McGrane seconded and the motion carried unanimously. Meeting adjourned at 8:51 PM.

Schultz-Holmes District Library Provisional Board

Meeting Minutes

July 2, 2024

A meeting of the Schultz-Holmes District Library Provisional Board was held on Tuesday, July 2, 2024. The meeting was called to order by President Greg Brown at 7:00 pm.

Trustees present: Greg Brown, Oliver Brown, Karen Waggoner, Ciara McGrane, and Shelly DeVantier, Christine Burtle

Trustees absent: None.

Also present: None.

President Greg Brown called for a motion to approve the agenda for the July meeting as amended. Trustee Oliver Brown made a motion to approve the July agenda as amended. Trustee Karen Waggoner seconded and the motion carried unanimously.

President Greg Brown called for a motion to approve the revised minutes of the June meeting. Trustee Karen Waggoner made a motion to approve the revised minutes of the June meeting. Trustee Christine Burtle seconded and the motion carried unanimously.

Corresponding Secretary Shelly DeVantier provided an update regarding correspondence sent to express appreciation to Lenawee Great Start for their partnership in the recently installed StoryWalk.

President Greg Brown walked through the financial report. There was discussion regarding whether it would be appropriate to hold budget workshop as intended in the previous meeting, however, no action was taken as the information the Board intended to spread regarding use of millage funds has been provided in other more accessible formats.

President Greg Brown provided an update that the Village Council secured a vendor for the roof repair, but has not provided information to Director Barringer regarding when work will begin.

Trustee Christine Burtle provided an update that Jake Seiser has offered to place landscaping rock in a small area of the Library's exterior at his own expense, and will be doing so as soon as he is available.

Trustee Oliver Brown provided an update that the Yes Committee has organized who will be attending township meetings to provide information about the millage proposal. Trustee Oliver Brown further updated that nearly all of the yard signs have been claimed. There was discussion regarding additional ideas that the signs could be placed for maximum exposure.

Trustee Ciara McGrane provided an update that the Communication Committee met and developed a short presentation to give to the townships, which has been disseminated to those going to the township meetings. Trustee Ciara McGrane further updated that the Yes Committee's

website is up and running. President Greg Brown suggested that Director Barringer participate in an interview with The Advance.

Trustee Ciara McGrane detailed changes to the bylaws proposed by the Library's attorney. Following discussion, Trustee Oliver Brown made a motion to approve the bylaws as amended. Trustee Christine Burtle seconded and the motion carried unanimously.

President Greg Brown appointed himself, Trustee Karen Waggoner, and Trustee Oliver Brown to the new Buildings and Grounds ad hoc committee. The committee is intended to review necessary repairs to the building before any discussion of purchasing the property from the Village would be supported by the Board.

President Greg Brown called for a motion to adjourn. Trustee Karen Waggoner made a motion to adjourn. Trustee Ciara McGrane seconded and the motion carried unanimously. Meeting adjourned at 8:05 PM.

Schultz-Holmes District Library Provisional Board

Meeting Minutes

August 13, 2024

A meeting of the Schultz-Holmes District Library Provisional Board was held on Tuesday, August 13, 2024. The meeting was called to order by Vice President Oliver Brown at 7:01 pm.

Trustees present: Oliver Brown, Ciara McGrane, Christine Burtle, Blair Briggs

Trustees absent: Greg Brown, Shelly Devantier, Karen Waggoner

Also present: Bob Barringer

Vice President Oliver called for a motion to approve the agenda for the August meeting. Trustee Christine Burtle made a motion to approve the August meeting agenda. Trustee Ciara McGrane seconded and the motion carried unanimously.

During public comment, Jackie Bates provided an update from the August 12, 2024 Village of Blissfield Council meeting indicating that they were pleased with the result of the millage proposal election.

Vice President Oliver Brown called for a motion to approve the minutes of the July meeting. Trustee Christine Burtle made a motion to approve the revised minutes of the July meeting. Trustee Blair Briggs seconded and the motion carried unanimously.

Director Barringer gave the Corresponding Secretary's Report in Trustee Shelly Devantier's absent. Director Bob Barringer indicated that the Library had a new Art at Your Feet sponsor.

Director Bob Barringer walked through the financial report. The Library is currently under budget with respect to projected expenses compared to actual expenses. This is due to frugality on the part of the Library, as well as an influx of donations and grants.

Director Bob Barringer discussed a conversation with the Library's attorney regarding the budget process the Library must now follow. That process includes a public budget hearing, during which the Board hears from the public but does not take any action. The public budget hearing must be noticed in the newspaper at least 6 days before the hearing. Following the public budget hearing, at a separate meeting, the Board will vote on the budget. The attorney is also going to draft the resolution to levy the millage that will need to be voted on by the Board.

Trustee Ciara McGrane made a motion to schedule a budget workshop for the Board on September 3, 2024 at 7:00pm; and the public budget hearing on September 10, 2024 at 6:30pm (to be immediately followed by the regularly scheduled Board meeting). Trustee Christine Burtle seconded and the motion carried unanimously.

Director Bob Barringer discussed the cost for the Library's two full-time employees health, vision, and dental insurance when the employees are transitioned over from being Village employees to being District Library employees. Director Bob Barringer indicated that the open enrollment

window was closing and requested the Board take action to vote on providing a stipend to reimburse for out of pocket insurance expenses related to adding the full-time employees to their spouses' insurance plan, as it was more cost-effective than the Library providing insurance at this time.

Trustee Ciara McGrane made a motion to approve the stipend of \$15,000 per full-time employee per year for reimbursement of health, vision, and dental insurance expenditures. Vice President Oliver Brown seconded and the motion carried unanimously.

Director Bob Barringer discussed the timeline for transferring bank accounts and related matters now that the millage has passed. He expressed the desire to have things settled sooner rather than later, and indicated that he would reach out for support and assistance as necessary. He further indicated that he had a meeting scheduled with Administrator Danielle Gross and Treasurer Brandon Hudson to discuss the transition.

Director Bob Barringer and Trustee Christine Burtle discussed the need for volunteers for this year's Art at Your Feet program, and indicated that anyone able to help should reach out to the Library.

Director Bob Barringer updated that he would be appearing on 517 Rocks! Saturday Conversation with Jerry Hayes. Trustee Ciara McGrane updated that she had provided an interview to the Blissfield Advance.

Director Bob Barringer updated that the Library's circulation numbers are continuing to increase, that the Library's program attendance has been record-shattering, and that the Library is seeing a significant increase in new patrons.

Director Bob Barringer discussed the roof project, which had been largely completed but had an unclear final completion date. He discussed a number of leaks which had occurred, damaging ceiling tiles. He met with the roofers who accepted responsibility for the tiles, and counted approximately 36 tiles that needed to be replaced. Trustee Ciara McGrane indicated that she would reach out to Administrator Danielle Gross to request the ceiling tiles be replaced as part of the roof project. Director Bob Barringer indicated that he would schedule an inspection of the roof with Shoemaker, DPW, President Greg Brown, and other parties he deems appropriate following completion of the project.

There was no update from the Friends as they have been focused on Yes Committee work.

The Yes Committee has been formally disbanded, though they will need to file final paperwork with the County Clerk.

There was no update from the Communication Committee.

There was no separate update from the Building and Grounds Committee as those issues were discussed throughout the meeting.

Vice President Oliver Brown updated that he would be applying for an ALA accessibility grant on behalf of the Library to fund making the vestibule ADA accessible.

Trustee Ciara McGrane discussed ideas for a “Thank You” statement on behalf of the Board to the community for their support in passing the millage, and Director Bob Barringer agreed to post a picture of the temporary “Thank You” sidewalk painting on the Library’s social media. Jackie Bates suggested that the Library purchase a vinyl banner for the same purpose, which could be reused. Director Bob Barringer indicated that he would inquire about pricing.

Trustee Ciara McGrane reminded the Board to utilize Board emails only for official business. She discussed difficulty in identifying which Trustee utilizes which account, and indicated she would look into ways to make that easier.

Trustee Ciara McGrane proposed ideas for a Celebration to express appreciation to the community for supporting the millage request. The Board informally agreed that a Dessert Party and Renaming Ceremony would be appropriate. The Dessert Party and Renaming Ceremony was scheduled for September 24, 2024 at 6:00pm. Board members are requested to provide desserts. Trustee Ciara McGrane indicated that she would work with Library staff to plan the event.

Vice President Oliver Brown made a motion to adjourn the meeting. Trustee Ciara McGrane seconded the motion and the motion carried unanimously. Meeting adjourned at 8:36pm.

Schultz-Holmes District Library Provisional Board

Budget Workshop Meeting Minutes

September 3, 2024

A meeting of the Schultz-Holmes District Library Provisional Board was held on Tuesday, September 3, 2024. The meeting was called to order by President Greg Brown at 7:01 pm.

Trustees present: Oliver Brown, Ciara McGrane, Christine Burtle, Blair Briggs, Greg Brown, Shelly Devantier, Karen Waggoner

Trustees absent: None.

Also present: Bob Barringer

President Greg Brown called for a motion to approve the agenda. Trustee Ciara McGrane made a motion to approve the agenda. Trustee Karen Waggoner seconded the motion and the motion carried unanimously.

Public comment was requested in accordance with the agenda. None was offered.

President Greg Brown recognized Director Bob Barringer to review the requested budget for the 2024-2025 fiscal year. The Board discussed most line items,

Public comment was requested in accordance with the agenda. None was offered.

President Greg Brown called for a motion to adjourn the meeting. Trustee Oliver Brown made a motion to adjourn the meeting. Trustee Ciara McGrane seconded the motion and the motion carried unanimously. Meeting adjourned at 8:04pm.

Schultz-Holmes District Library Provisional Board

Meeting Minutes

September 10, 2024

A Public Budget Hearing was held by the Schultz-Holmes District Library Provisional Board on Tuesday, September 10, 2024. The meeting was called to order by President Greg Brown at 6:30 pm.

Trustees present: Greg Brown, Shelly Devantier, Karen Waggoner, Oliver Brown, Ciara McGrane, Christine Burtle, Blair Briggs

Trustees absent: None

Also present: Bob Barringer

President Greg Brown called for a motion to approve the agenda for the Public Budget Hearing. Trustee Oliver Brown made a motion to approve the agenda for the Public Budget Hearing. Trustee Ciara McGrane seconded and the motion carried unanimously.

Public comment was accepted regarding the 2024-2025 Schultz-Holmes District Library Budget.

President Greg Brown called for a motion to adjourn. Trustee Oliver Brown made a motion to adjourn. Trustee Christine Burtle seconded the motion and the motion carried unanimously. Meeting adjourned at 6:50 pm.

A meeting of the Schultz-Holmes District Library Provisional Board was held on Tuesday, September 10, 2024 at 7:00 pm. The meeting was called to order by President Greg Brown at 7:01 pm.

President Greg Brown called for a motion to approve the agenda for the September meeting. Trustee Karen Waggoner made a motion to approve the agenda for the September meeting. Trustee Oliver Brown seconded and the motion carried unanimously.

President Greg Brown called for a motion to approve the minutes of the August meeting. Trustee Oliver Brown made a motion to approve the revised minutes of the August meeting. Trustee Karen Waggoner seconded and the motion carried unanimously.

President Greg Brown called for a motion to approve the minutes of the September 3, 2024 Budget Workshop. Trustee Christine Burtle made a motion to approve the revised minutes of the September 3, 2024 Budget Workshop. Trustee Blair Briggs seconded and the motion carried unanimously.

President Greg Brown called for a motion to approve the resolution adopting the budget and setting the millage rate. Trustee Ciara McGrane moved to approve the resolution to adopt budget and set millage rate. Trustee Christine Burtle seconded the motion and the motion carried unanimously.

Corresponding Secretary Shelly Devantier provided her report, including an update that the Library received a generous donation earmarked for capital improvement.

Director Bob Barringer walked through the financial report. The Library is currently under budget with respect to projected expenses compared to actual expenses. This is due to frugality on the part of the Library, as well as an influx of donations and grants. Director Barringer further indicated that September will likely be a month of increased expenditures as service providers reach fiscal year-end.

Director Bob Barringer provided the Library Director's report. Director Barringer reported that progress is being made on preparing for employees to become employees of the District Library rather than the Village. Quotes have been obtained for short-term disability, long-term disability, workman's compensation, and related insurance plans.

President Greg Brown and Director Bob Barringer discussed the roof project. The project is complete pending completion of the plumbing project. Per the Village Administrator, the roofers plan to replace the ceiling tiles. The Village Administrator is coordinating that effort, as well as delays in the project. The roof is currently under the Duralast 20-year warranty at this point in the project.

Trustee Ciara McGrane provided an update that planning for the upcoming Renaming Celebration is going well, and asked for input on activities for that event.

President Greg Brown provided a reminder that Trustees utilize their Library emails for Library business.

Trustee Oliver Brown provided an update that the ALA Rural and Small Libraries Accessibility Grant application has not yet opened, but they have scheduled a visit with the architect to begin the process.

Director Bob Barringer provided an update that the tree circles and landscaping invoice has been paid at the expected cost of \$900.

President Greg Brown inquired about the status of the Library Board's statement of gratitude for the community. Trustee Ciara McGrane indicated that the statement had been posted on Facebook.

Trustee Oliver Brown provided an update that the Friend of the Library did not have a meeting in August, but are planning a September meeting and have been getting support for upcoming Library programming.

Trustee Ciara McGrane provided an update that the Communication Committee is working on a perpetual survey of Library patrons and community members in order to better understand what resources and programming those groups would like to see provided by the Library. Questions are in development at this time, and Trustee Ciara McGrane hopes to have the survey completed by the October meeting.

Trustee Oliver Brown provided an update that the Board will have an inspection of the roof after final completion of the project.

Trustee Ciara McGrane discussed reimbursement for expenses related to the Renaming Celebration. No action was taken as no action is required for reimbursement of this type of expense under the Bylaws.

President Greg Brown and Director Bob Barringer discussed the need to open banking accounts in the District Library's name. Trustee Ciara McGrane made a motion to authorize Director Bob Barringer to open accounts at Blissfield State Bank and TLC Community Credit Union as directed by President Greg Brown. Authorized signers shall be Director Bob Barringer, President Greg Brown, Treasurer Karen Waggoner, and Vice President O. Brown. Trustee Oliver Brown seconded the motion and the motion carried unanimously.

President Greg Brown discussed the need for Board Members to have tablets to utilize for Library work in order to reduce paper waste and increase access. President Greg Brown and Director Bob Barringer found Amazon Fire Tablets at a reasonable price. Trustee Ciara McGrane made a motion to purchase eight tablets for Trustees and Director Barringer, along with keyboard covers for those trustees desiring them. Trustee Christine Burtle made a motion to amend the motion to include keyboard covers for all tablets to avoid further expenditure later. Trustee Oliver Brown seconded the motion and the motion carried unanimously.

President Greg Brown called for a motion to adjourn. Trustee Oliver Brown made a motion to adjourn. Trustee Blair Briggs seconded the motion and the motion carried unanimously. Meeting adjourned at 8:08 pm.

Schultz-Holmes District Library Provisional Board

Meeting Minutes

October 3, 2024

A meeting of the Schultz-Holmes District Library Provisional Board on Tuesday, October 3, 2024. The meeting was called to order by President Greg Brown at 7:01 pm.

Trustees present: Greg Brown, Shelly Devantier, Karen Waggoner, Onn Brown, Ciara McGrane, Blair Briggs

Trustees absent: Christine Burtle

Also present: Bob Barringer

President Greg Brown called for a motion to approve the agenda for the October meeting. Trustee Karen Waggoner made a motion to approve the agenda for the October meeting. Trustee Ciara McGrane seconded and the motion carried unanimously.

President Greg Brown called for public comment. Eric Rogers raised a number of questions regarding the budget approval, availability of meeting materials, library staff wages, and insurance amounts.

Following public comment, Trustee Ciara McGrane moved to amend the agenda to add discussion of availability of meeting agendas and meeting materials to new business. Trustee Karen Waggoner seconded. The motion carried with 5 ayes and 1 nay (Trustee Onn Brown).

President Greg Brown called for a motion to approve the minutes of the September 10, 2024 meeting, with two typographical corrections. Trustee Karen Waggoner made a motion to approve the minutes of the September 10, 2024, with the typographical revisions. Trustee Onn Brown seconded and the motion carried unanimously.

Corresponding Secretary Shelly Devantier provided her report, including an update that the Library received a number of sponsorships for next year's programming. Notes of thanks were sent including Blissfield State Bank, Iott Insurance, Dr. Chris Mallow, and Knapp Chevrolet Buick.

Director Bob Barringer walked through the financial report, including end of the fiscal year information. The Library ended the fiscal year more than 10% under budget with respect to projected expenses compared to actual expenses. This is due to frugality on the part of the Library, as well as an influx of donations and grants.

Director Bob Barringer provided the Library Director's report. Director Barringer reported that the required notices relating to the millage were sent to the treasurers and clerks as mandated by law. Director Barringer further updated that, following Board approval at the last meeting, he opened a checking and savings account at Blissfield State Bank and a savings and six-month CD at TLC Credit Union. Director Barringer noted that the Board had received the Kindles approved for purchase at last meeting, and they had been set-up prior to the meeting. Director Barringer reported

that progress is being made on preparing for employees to become employees of the District Library rather than the Village. Quotes have been obtained for short-term disability, long-term disability, workman's compensation, unemployment insurance, and related insurance plans. Employee transfer is still anticipated to occur January 1. Director Barringer noted a few expenses which were unexpected (but the contingency was planned for in the budget), including an increase in the D&P bill, Stevens Dumpster Rental, and website hosting. It was discussed that it may be prudent to rent totes from Stevens instead of a dumpster. Director Barringer also noted that the Library had received a grant for air purifiers from MDHHS, and that the Library continues to set institutional records for usage and patronage.

President Greg Brown and Director Bob Barringer discussed the roof project. The roofers and Shoemakers Heating and Plumbing have differing opinions regarding the drains. The Village Administrator and Director Barringer are working to resolve this issue. President Greg Brown noted that the roofers had broken some conduit, and indicated that he would contact the Village Administrator about it.

Trustee Ciara McGrane provided an update that planning for the upcoming Renaming Celebration is going well, and asked for input on activities for that event.

Trustee Onn Brown provided an update that the ALA Rural and Small Libraries Accessibility Grant application is in process.

Trustee Onn Brown provided an update that the Friends of the Library have an upcoming meeting, and have been providing volunteers for Library events.

Trustee Ciara McGrane provided an update that the Communication Committee is working on a perpetual survey of Library patrons and community members in order to better understand what resources and programming those groups would like to see provided by the Library. Questions were discussed by the Board, and Trustee McGrane will make those changes and create a digital version by the November meeting.

President Greg Brown and Director Bob Barringer discussed the need to open a TLC Credit Card in the District Library's name. Trustee Ciara McGrane made a motion to authorize Director Bob Barringer to open a credit card in the name of the District Library. Trustee Blair Briggs seconded the motion and the motion carried unanimously.

President Greg Brown and Director Bob Barringer discussed potentially opening a Costco Credit Card in the name of the District Library. No action was taken on this item. Trustee Onn Brown moved to table discussion of opening a Costco Credit Card in the District Library's name to the November meeting. Trustee Ciara McGrane seconded the motion and the motion carried unanimously.

President Greg Brown and Director Bob Barringer discussed the need to revise the bylaws to reflect that newly elected trustees will take office on January 1 following their election. No action was able to be taken regarding this item pursuant to the bylaws, but Trustee Ciara McGrane will provide a proposed revision of the bylaws at the November meeting to provide notice for a vote on the change at the December meeting.

President Greg Brown and Director Bob Barringer discussed the need to waive worker's compensation, life insurance, and disability coverage for the Board. Trustee Onn Brown moved to waive worker's compensation, life insurance, and disability coverage for the Board. Trustee Blair Briggs seconded the motion and the motion carried unanimously.

President Greg Brown discussed a request to move the regular meetings to a different day as the second Tuesday is often when local townships meet. No action was taken on this item. Trustee Ciara McGrane moved to table discussion until the November meeting. Trustee Onn Brown seconded the motion and the motion carried unanimously.

Trustee Ciara McGrane discussed a request from a member of the public to make the agenda and meeting materials available prior to the meeting to increase transparency, and a concern about complying with the Open Meetings Act. Trustee Blair Briggs noted that while the Board is subject to the Open Meetings Act, there is no requirement about posting the agenda in advance – only posting notice. Trustee Briggs further noted that, in her experience, it is better to provide the meeting materials with the approved meeting minutes to provide context for the materials. Trustee Ciara McGrane made a motion to require Board members to provide agenda items and notice of attendance to President Greg Brown in order for President Brown to make the agenda available to the public in advance of the regular meetings. Trustee Shelly Devantier seconded the motion and it carried unanimously. Trustee Ciara McGrane made a motion to post the packet of meeting materials along with the approved meeting minutes (following Board approval of the minutes). Trustee Karen Waggoner seconded the motion, and the motion carried with 5 ayes and 1 nay (Trustee Onn Brown). Trustee

President Greg Brown called for public comment. Jackie Bates noted that the public should be aware that Library staff are available to help them. Ms. Bates also noted that 3-4 toters may be useful in place of the dumpster. Ms. Bates also noted that there is a devastating blood shortage and encouraged participation in a blood drive at the American Legion. Finally, Ms. Bates requested positive thoughts for the people in the path of Hurricane Milton.

Eric Rogers encouraged the Board to consider including the Director's Report in the agenda posted in advance of the meeting. Mr. Rogers also inquired as to whether the Library had selected an auditor. Director Bob Barringer noted that the Board is required to audit the Library's budget, but that no auditor had been selected as of that time as such an audit was not yet timely.

President Greg Brown called for a motion to adjourn. Trustee Ciara McGrane made a motion to adjourn. Trustee Karen Waggoner seconded the motion and the motion carried unanimously. Meeting adjourned at 8:55 pm.

Schultz-Holmes District Library Provisional Board

Meeting Minutes

November 12, 2024

A meeting of the Schultz-Holmes District Library Provisional Board on Tuesday, November 12, 2024. The meeting was called to order by President Greg Brown at 7:01 pm.

Trustees present: Greg Brown, Shelly Devantier, Christine Burtle, Onn Brown, Ciara McGrane, Blair Briggs

Trustees absent: Karen Waggoner

Also present: Bob Barringer

President Greg Brown called for a motion to approve the agenda for the November meeting. Trustee Onn Brown made a motion to approve the agenda for the November meeting. Trustee Ciara McGrane seconded and the motion carried unanimously.

President Greg Brown called for public comment. There was no public comment.

President Greg Brown called for a motion to approve the revised minutes of the September 10, 2024 meeting, with two typographical corrections. Trustee Onn Brown made a motion to approve the minutes of the September 10, 2024 meeting, with the typographical revisions. Trustee Blair Briggs seconded and the motion carried unanimously.

President Greg Brown called for a motion to approve the minutes of the October 8, 2024 meeting, with correction of the date. Trustee Christine Burtle made a motion to approve the minutes of the October 8, 2024 meeting, with correction of the date. Trustee Blair Briggs seconded and the motion carried unanimously.

Corresponding Secretary Shelly Devantier provided her report. Notes of thanks were sent to Karen and Richard Garno for their donation of a picnic table, Blissfield Insurance for their sponsorship of Taste the State, and Lena's for their sponsorship of gift cards to encourage participation in the Toys for Tots Donation Drive.

Director Bob Barringer walked through the financial report, including end of the fiscal year information. The Library ended the fiscal year more than 10% under budget with respect to projected expenses compared to actual expenses. This is due to frugality on the part of the Library, as well as an influx of donations and grants. Director Barringer also reported that he had worked with Village Treasurer Brandon Hudson to establish the logistics for the Library's first fiscal month operating on its own.

Director Bob Barringer provided the Library Director's report. Director Barringer reported that there had been disappointing developments in transitioning employee retirement plans, which would be discussed further as its own action item. Director Barringer further reported that after continued research, WorkForce Payhub was the best option for payroll and accounting services as it is a local company utilized by many local district libraries. It also offers combined payroll and

accounting services. Likewise, following additional research Director Barringer recommended purchasing disability and life insurance through Gurdijan as a plan is available that is similar to what was previously provided by the Village. Director Barringer has been looking into options for Michigan Unemployment Insurance coverage. The Michigan Municipal League has been recommended, but the Library must have a year of operation under its own tax identification number before that option can be explored.

Director Barringer updated that trash pickup has been reduced to twice per month to save expenses, and upon recommendation from Stevens Disposal the dumpster has been locked to prevent illegal dumping from others. D&P bills have also returned to normal expenses following discussion. With respect to lawn maintenance, Director Barringer indicated that DPW is no longer maintaining the Library's lawn or snow removal. Director Barringer hired a local company, Wolfe Lawn Care, to provide these services along with routine garden watering. There was discussion about maintaining the garden and area along the fence line. Director Barringer will reach out to Jake Seiser to discuss winter maintenance for the garden.

Director Barringer informed the Board that he is exploring different options for website design and hosting as our current provider is retiring. The account is paid through October 2025.

Finally, Director Barringer noted that monthly usage and patronage continues to be exceptional, with 500 people attending the Library's annual Halloween hot chocolate service.

President Greg Brown and Director Bob Barringer discussed the roof project. Director Barringer has been told by the roofers that the project is complete, but neither President Brown nor the Village Administrator are satisfied with the work. There is standing water and missing equipment. Director Barringer will continue to work with the Village Administrator to resolve these issues.

Trustee Onn Brown provided an update that the ALA Rural and Small Libraries Accessibility Grant application is in process and they will be meeting next week with an architect for a pro bono consultation regarding accessibility options for the vestibule.

Director Bob Barringer discussed the progress of the changeover of services from the Village and indicated that this process is generally going well. Director Barringer summarized inconsistent information provided by MERS, but ultimately found a solution that would be appropriate, to be discussed further as its own action item.

Trustee Onn Brown provided an update that the Friends of the Library have an upcoming meeting, have been providing volunteers for Library events, and have been focused on getting more members. Trustee Brown indicated that there had been a request from the Townships to move the Library's Board Meetings to a different day as it conflicts with other municipal meetings.

Trustee Ciara McGrane provided an update that the Communication Committee is working on a survey of Library patrons and community members in order to better understand what resources and programming those groups would like to see provided by the Library. The survey draft had been updated following comments during the October 2024 meeting. Discussion included that the survey should be left open for the first quarter of the year to encourage participation and receive guidance to use in the Library's strategic development. The Communication Committee will meet

prior to the December 2024 meeting to finalize the survey and propose marketing options. Results of the survey will be posted on the Library's website when they are available.

President Greg Brown provided an update on behalf of the Building and Grounds Committee that the ceiling tiles had not yet been replaced, but that he had been informed by the Village Administrator that they would either be replaced by the roofers or by DPW at no cost to the Library.

Director Bob Barringer discussed the need to add authorized signers to the Library's TLC Credit Cards, and to get two cards for convenience. Trustee Ciara McGrane made a motion to authorize Director Bob Barringer to name Autumn Smith and Greg Brown as authorized signers for the Library's TLC Credit Card, and to request two cards be issued. Trustee Christine Burtle seconded the motion and the motion carried unanimously.

Director Bob Barringer provided a health insurance stipends policy drafted by the Library's counsel, codifying the Board's previous action. Trustee Ciara McGrane made a motion to approve the health insurance stipends policy as drafted. Trustee Onn Brown seconded the motion and the motion carried unanimously.

Director Bob Barringer provided a recommendation that the Board adopt a sick pay policy. Trustee Ciara McGrane moved to table action on this issue until the December 2024 meeting, pending recommendation from the Library's counsel. Trustee Onn Brown seconded the motion and the motion carried unanimously.

President Greg Brown and Director Bob Barringer discussed the request from the townships to change the Library Board's meeting time. Trustee Ciara McGrane voted to take no action on this request as it would be reviewed as a matter of course in the Board's Annual Meeting in January. Trustee Blair Briggs seconded the motion and the motion carried unanimously.

Director Bob Barringer provided an update that, in contradiction to the information that had been previously provided to him, President Brown, and Trustee McGrane, transitioning employee retirement accounts would not be a simple matter. Director Barringer has been working with MERS to find a solution. Ultimately, there is only one legitimate option left, which is to provide a defined contribution plan utilizing the existing budget for employee retirement. The defined contribution plan would provide an employer contribution of 15% of the full-time employee's pay into a 401(A) plan, which is the amount that the Library currently budgets for employee retirement expenses. Given that Director Barringer only became aware of this information shortly before the meeting, Trustee Ciara McGrane moved to table approval of the employee retirement plan to the December 2024 meeting to allow employees to offer feedback on the plan. Trustee Onn Brown seconded the motion and the motion carried unanimously.

President Greg Brown called for public comment. Jackie Bates suggested to include sick pay in general PTO, that the Board connect with the Blissfield FFA for assistance with the garden, that the Board connect with Townships to send out the patron survey, and that the Board publish an ad for the survey in The Advance.

President Greg Brown called for a motion to adjourn. Trustee Onn Brown made a motion to adjourn. Trustee Christine Burtle seconded the motion and the motion carried unanimously. Meeting adjourned at 8:27 pm.

Schultz-Holmes District Library Provisional Board

Amended Meeting Minutes

December 10, 2024

A meeting of the Schultz-Holmes District Library Provisional Board on Tuesday, December 10, 2024. The meeting was called to order by President Greg Brown at 7:00 pm.

Trustees present: Greg Brown, Shelly Devantier, Christine Burtle, Onn Brown, Ciara McGrane, Blair Briggs, Karen Waggoner

Trustees absent: None

Also present: Bob Barringer

President Greg Brown called for a motion to approve the agenda for the December meeting. Trustee Onn Brown made a motion to approve the agenda for the December meeting. Trustee Ciara McGrane seconded and the motion carried unanimously.

President Greg Brown called for public comment. Public comment was given as follows, including a number of calls for point of order by President Brown throughout each comment for meeting disruptions caused by a number of members of the public:

- Debra Rogers inquired about whether the meeting agenda was posted in compliance with the Open Meetings Act after noting that she found the agenda online the day prior to the meeting.
- Dr. Carman Curton commented on the desire of fiscally conservative Board Members wanting the library employees to earn their wages and benefits, and noted that Dr. Barringer had been doing so for the previous 18 years.
- Judy Echols noted a current posting for an assistant librarian in another locale, which was posted for \$65,000 salary. She further noted that it will be difficult to replace Director Barringer when he retires without increasing wages and benefits.
- Gwen Dusa raised questions regarding transparency of the Board given the direct tax funding the Board is now responsible for managing. She suggested livestreaming meetings, and creating a 5-year plan.

President Greg Brown called for a motion to approve the minutes of the November 12, 2024 meeting. Trustee Blair Briggs made a motion to approve the minutes of the November 12, 2024 meeting. Trustee Onn Brown seconded and the motion carried unanimously.

Corresponding Secretary Shelly Devantier provided her report. Notes of thanks were sent to three sponsors of the Adopt-a-Magazine program.

Director Bob Barringer detailed the financial report, indicating that tasks are on track to terminate the employee lease as of January 1, 2025 as previously discussed and planned. Director Barringer noted that current expenses are higher than they will be moving forward as the library is paying increased expenses to the Village for employee benefits until the transition occurs. Director

Barringer further provided a recap of the employee health insurance stipend and how that decision was arrived upon, noting that this stipend will be less expensive than current expenses to the Village for employee insurance.

Director Bob Barringer provided the Library Director's report. A number of the items on the Director's Report are separate action items and were not discussed at this time. Director Barringer provided a number of updates including the status of library bank accounts, credit card application, sick pay policy drafting, payroll service, unemployment insurance, disability/life insurance, worker's compensation, lawn care and general maintenance, water meter replacement, transfer of the library building, trustee training workshop, a donation by the Lenawee Community Foundation, revised tax bills, policy committee, replacement of the vestibule doors, and Director absence in early January.

Director Barringer identified an additional need for a Board Member to investigate options for replacement of furniture. Trustees Karen Waggoner and Shelly Devantier agreed to begin this process.

Director Barringer requested approval of licensed contractor Tristan Brown as the library's general maintenance contractor for tasks such as replacement of light bulbs as DPW is no longer permitted to perform these tasks and the library is in urgent need of a contractor. Trustee Ciara McGrane moved to hire Tristan Brown as the library's general maintenance contractor. Trustee Ciara McGrane moved to amend the motion to be a temporary appointment until bids could be obtained for a longer-term commitment. Trustee Christine Brown seconded the motion. President Greg Brown and Trustee Onn Brown abstained from voting. Trustees Ciara McGrane, Christine Brown, Blair Briggs, and Karen Waggoner voted in favor of the motion. Trustee Shelly Devantier voted against the motion. The motion carried. Director Barringer will obtain bids for longer-term contracts.

President Greg Brown and Director Bob Barringer discussed the roof project. There is standing water and missing equipment. Director Barringer will continue to work with the Village Administrator to resolve these issues.

Trustee Onn Brown provided an update that the ALA Rural and Small Libraries Accessibility Grant application is in process and an architect visited on November 10. The architect is developing proposals for submission.

Director Bob Barringer discussed the progress of the changeover of services from the Village and indicated that this process is on track for January 1, 2025 transfer.

There was discussion regarding the employee retirement plan, resumed after being tabled at the November 2024 meeting. Trustee Christine Burtle moved to approve the resolution to approve the defined contribution plan. Trustee Ciara McGrane seconded the motion to approve the resolution to approve the defined contribution plan, and the motion carried unanimously.

President Greg Brown called for a point of order regarding disruption by Debra Rogers.

Trustee Karen Waggoner moved to approve the resolution to approve the 457 plan. Trustee Onn Brown seconded the motion to approve the resolution to approve the 457 plan, and the motion carried.

Trustee Ciara McGrane moved to approve the resolution to approve Health Care Savings Plan. Trustee Blair Briggs seconded the resolution to approve Health Care Savings Plan, and the motion carried unanimously.

Trustee Ciara McGrane moved for a 5-minute recess. President Brown called a 5-minute recess at 8:30pm. The meeting resumed at 8:35pm.

Trustee Ciara McGrane moved to approve the resolution to establish authorized signers for the MERS documents. Trustee Onn Brown seconded the motion and the motion carried unanimously.

Friends Committee Member Judy Echols provided an update that the Friends of the Library have decided not to meet until after the new year due to the absence of a number of members who have travelled south for the winter. Ms. Echols provided an update that she has reached out to give a presentation to Blissfield High School students regarding opportunities to get involved with the library. Ms. Echols further offered to create flyers for the patron survey.

Trustee Ciara McGrane provided an update that the Communication Committee has finalized the survey of Library patrons and community members in order to better understand what resources and programming those groups would like to see provided by the Library. The committee met to discuss advertising options prior to the announcement that The Advance would be ceasing publication. Discussion of a newsletter similar to the one sent out by Blissfield Community Schools ended with a request for Director Barringer to find out how much such a publication would cost.

President Greg Brown noted that the roof project had previously been discussed during the meeting and there were no further updates from the Buildings and Grounds committee.

Trustee Onn Brown moved to amend the agenda to reflect that the requested date for the January 2025 meeting was the 3rd Tuesday, not 3rd Thursday. Trustee Ciara McGrane seconded the motion and the motion carried unanimously.

Trustee Ciara McGrane moved to schedule the January 2025 meeting on January 21, 2025 at 7:00pm. Trustee Blair Briggs seconded the motion and the motion carried unanimously.

Trustee Ciara McGrane moved to approve the 2025 holiday calendar. Trustee Karen Waggoner seconded the motion and the motion carried unanimously.

Trustee Ciara McGrane moved to approve the resolution to terminate the employee lease. Trustee Onn Brown seconded the motion and the motion carried unanimously.

Trustee Ciara McGrane moved to approve the resolution to hire employees with one typographical correction. Trustee Christine Burtle seconded the motion and the motion carried unanimously.

Trustee Onn Brown moved to approve the resolution to replicate and approve Village personnel manual. Trustee Blair Briggs seconded the motion and the motion carried unanimously.

Trustee Ciara McGrane moved to approve the application for a liquor license for an upcoming Taste the State. Trustee Karen Waggoner seconded the motion and the motion carried unanimously.

Trustee Ciara McGrane noted her discovery of a statutory limitation for board member compensation set at \$30 per meeting, which is inconsistent with the library's bylaws. Trustee Onn Brown moved to set board member compensation utilizing the Village's compensation rules through April 2024, and \$30 per meeting beginning in May 2024. Trustee Ciara McGrane seconded the motion and the motion carried unanimously.

Trustee Shelly Devantier requested President Greg Brown establish an ad hoc finance committee. Trustee Ciara McGrane seconded the request. President Greg Brown agreed to the request and appointed Trustees Karen Waggoner, Shelly Devantier, and Blair Briggs to the committee.

President Greg Brown called for public comment. Public comment was given as follows:

- Judy Echols requested that the finance committee look into whether employees are being paid enough.
- Dr. Carman Curton reminded the Board that Director Barringer is compensated for his vision for the library, which resulted in over a dozen new programs that have drawn in patronage in his 18 years as Director. She encouraged the Board to fairly compensate Director Barringer for that success.
- Gwen Dusa expressed concern over how the transition to District Library has been going, and requested that financial documents be made available online at the time of the meeting.
- Assistant Director Autumn Smith agreed that the Board needs to work on public relations to better promote all of the work the Board is doing.
- Debra Rogers expressed that the Board needs to be transparent in order to avoid being subjected to the local "gossip mill."
- Mark Vandenbusche requested that members of the public be permitted to vote on bylaw amendments. Trustee Ciara McGrane informed Mr. Vandenbusche that the District Library Establishment Act and the Library's founding documents specify the voting process for bylaw amendments. Mr. Vandenbusche indicated that law only needs to be followed "so far" and further stated that the Board needed representation from the Township.

Director Barringer recognized the work of Trustee Onn Brown on the occasion of their last meeting as a Board Member after many years of service to the Library.

Trustee Ciara McGrane moved to adjourn the meeting. Trustee Karen Waggoner seconded the motion, and the motion carried unanimously.

Meeting adjourned at 9:28 pm.