Schultz-Holmes District Library Board
Meeting Minutes
October 20, 2026

Trustees Present: Ciara McGrane, Blair Meads, Greg Brown, Karen Waggoner, Shelly DeVantier, Debra Rogers
Also Present: Bob Barringer
Trustees Absent: Christine Burtle

A meeting of the Schultz-Holmes District Library Board was held on Tuesday, October 20, 2026. The meeting was called to order by President Ciara McGrane at 7:05 p.m.

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

President Ciara McGrane called for a motion to approve the minutes of the September 15th Budget Hearing. Trustee Debra Rogers made a motion to approve the minutes. Trustee Greg Brown supported the motion, and the motion carried.

President Ciara McGrane called for a motion to approve the minutes of the September 15th Regular Meeting. Trustee Karen Waggoner made a motion to approve the minutes. Trustee Blair Meads supported the motion, and the motion carried.

President McGrane called for public comment and none was offered.

Trustee Blair Meads provided a report for the Strategic Planning Committee. Trustee Meads gave an update on the highlights on the Action Plans for each Strategic Priority and thanked the library staff for their hard work and dedication on these plans. President McGrane noted that the Board will be continue to attend Township Board Meetings through the winter to continue to build relationships, and will send out a sheet for Board members to sign up to attend these meetings.

Trustee Greg Brown provided an update on the Building and Grounds Committee. The parking lot project is underway and should be completed soon.

Trustee Greg Brown reported on the Finance Committee. The committee met before the Regular Meeting to discuss options for investing library funds.

President McGrane reported that the Policy Committee has reviewed several policies, which will be discussed further during New Business.

Corresponding Secretary Shelly DeVantier reported that she has written several thank you notes for the Adopt-a-Mag program.

Director Bob Barringer provided the Director's Report. Director Barringer has met with a few design firms about updating the library's interior and has a few more meetings scheduled.

Treasurer Greg Brown provided the Treasurer's report. We have earned over $19,000 in interest in the Class account since opening in 2025.

Trustee Shelly DeVantier made a motion to approve the accounts payable report. Trustee Blair Meads seconded the motion, and the motion carried unanimously.

The cost of the Daily Telegram has increased and there was discussion if the subscription should be kept. Director Barringer will continue to gather information on usage before exploring other options such as using digital only, or printing off copies for patrons.

President Ciara McGrane discussed the updated General Financial Practices Policy with recommendations from legal counsel. President McGrane will revise the policy to include internal controls and petty cash procedures.

President McGrane called for a motion to table action on the General Financial Practices Policy until additional edits are made. Trustee Debra Rogers motioned to table the General Financial Practices Policy, and Trustee Karen Waggoner supported the motion. The motion carried unanimously.

President McGrane asked the Board for feedback regarding fees and restrictions for the Auditorium Rental Policy.

Motion by Trustee Shelly DeVantier to table the Auditorium Rental Policy to allow time to consider options. Trustee Karen Waggoner seconded the motion and the motion carried unanimously.

President Ciara McGrane called for a motion to reapprove funding for the parking lot project for FY2027. Trustee Karen Waggoner made a motion to reapprove

funding for the parking lot project for FY2027. Trustee Greg Brown seconded and the motion carried unanimously.

The parking lot project is underway but will require additional funding.
Motion by Trustee Greg Brown to approve up to $15,000 to be taken from reserves to complete the parking lot project. Trustee Debra Rogers seconded and the motion carried unanimously.

Trustee Shelly DeVantier shared proofs she received in September to update the library sign. Option #2 was selected with an estimated quote of $4,181. Trustee Shelly DeVantier will request an updated quote and inquire about the cost of completing the patchwork from the removed lettering.

President Ciara McGrane called for a motion to approve the installation of the sign while waiting for information on completing the patchwork. A motion was made by Trustee Greg Brown to approve the installation of the new sign while awaiting information on completing the patchwork. Trustee Karen Waggoner seconded the motion and the motion carried unanimously.

President Ciara McGrane called for a motion to approve up to $2,500 for the patchwork to prevent delay. Trustee Greg Brown motioned to approve up to $2,500 for the patchwork project. Trustee Debra Rogers seconded and the motion carried unanimously.

President Ciara McGrane called for public comment and none was offered.

Trustee Karen Waggoner announced her resignation effective immediately.

Meeting adjourned at 8:35pm.