

Schultz-Holmes District Library Board

Meeting Minutes

April 15, 2025

Trustees present: Ciara McGrane, Blair Briggs, Greg Brown, Shelly DeVantier, Christine Burtle, Debra Rogers

Also present: Bob Barringer

Trustees absent: Karen Waggoner

A meeting of the Schultz-Holmes District Library Board was held on Tuesday, April 15, 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 April meeting. Trustee Christine Burtle made a motion to approve the agenda for the March meeting. Trustee Greg Brown seconded and the motion carried unanimously.

President Ciara McGrane called for a motion to approve the minutes of the March meeting. Trustee Debra Rogers made a motion to approve the minutes of the March meeting. Trustee Christine Burtle seconded and the motion carried unanimously.

President Ciara McGrane called for public comment. Members of the public wished Bob Barringer a happy birthday.

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.

Director Bob Barringer provided an on the Building and Grounds Committee. The furniture decided on at the last meeting has been ordered, the original supplier is out of stock- so a different supplier was used at a similar price point.

Trustee Greg Brown reported that the Finance Committee has not met since the last meeting.

President Ciara McGrane reported on the Communications Committee. The newsletter has been published in the Blissfield Advance, President Ciara McGrane sent out some

initial results to the Board. Trustee Debra Rogers requested several copies of the newsletter and survey to take to the townships. President Ciara McGrane asked about purchasing a Facebook ad for the survey- Director Barringer will look into it.

President Ciara McGrane reported on the Policy Committee. The personnel manual has been revised. The Investment Policy discussed last week will be voted on during Old Business. There are several other policies being worked on in the committee.

Corresponding Secretary Shelly DeVantier noted several Thank You notes to the Lenawee Farm Bureau and Blissfield FFA.

Director Bob Barringer provided the Library Director's Report. Director Barringer passed around a sign up sheet for any board members who would like to volunteer at the annual book sale. Library has acquired 4 palettes so far; the old supply of palettes was lost during the roofing project. The library has lost a main sponsor for Art at your Feet due to the business being sold, Director Barringer is looking for a sponsor to take the spot.

Treasurer Greg Brown and Director Barringer will talk to the accountant at Donna Baker next week to discuss details. Director Barringer has spoken to several auditors, but none have been hired. Front doors have been repaired! The payroll account at Blissfield State Bank is open. The Building and Grounds Committee will discuss the sign out front that still says Schultz-Holmes Memorial Library.

Treasurer Greg Brown gave the treasurer's report. Accounts payable report that is provided monthly was reviewed.

Motion by Trustee Debra Rogers to approve the Accounts Payable report, supported by Treasurer Greg Brown. Motion carried unanimously.

President Ciara McGrane, Treasurer Greg Brown, and Director Barringer met with an advisor to ask about the security of the investment with Michigan CLASS. Money can be pulled out daily with no fees or penalty.

President Ciara McGrane called for a motion to approve the resolution approving the addition of Michigan Cooperative Liquid Assets Securities System as an approved investment option and Authorize Director Barringer, Treasurer Brown, and President McGrane to complete paperwork to enroll in the pool. A motion was made by Treasurer Greg Brown to approve the resolution. Seconded by Trustee Debra Rogers. Motion carried unanimously.

President Ciara McGrane called for a motion to approve the Investment Policy as revised. A motion was made by Treasurer Greg Brown to approve the Investment Policy. Seconded by Trustee Debra Rogers. Motion carried unanimously.

A motion was made by Trustee Christine Burtle to approve initially investing \$50,000, and authorizing the Finance Committee to adjust the amount. Seconded by Trustee Shelly DeVantier. Trustees Blair Briggs and Debra Rogers voted in favor, Trustee Greg Brown voted against. Motion carried.

Revisions to the Personnel Manual were introduced. Trustee Debra Rogers voiced concerns regarding the Library Director being head of personnel, the amount of paid holidays, and benefits.

Motion by Trustee Greg Brown to approve the revised Personnel Manual. Seconded by Trustee Blair Briggs. Trustee Christine Burtle and President Ciara McGrane voted in favor, Trustees Debra Rogers and Shelly DeVantier voted against. Motion carried 4-2.

The Village of Blissfield has reached out to discuss the transfer of the building. There are still issues with the roof that will need to be addressed before the Library will take ownership.

Trustee Debra Rogers made a motion to table discussion of building transfer. Seconded by Trustee Christine Burtle. Motion carried unanimously.

Director Barringer reviewed the mid-year budget amendments.

A motion was made by Trustee Greg Brown to approve the mid-year budget amendments. Seconded by Trustee Blair Briggs. Motion carried unanimously.

President Ciara McGrane called for public comment. No public comment was given

President Ciara McGrane adjourned the meeting at 8:33pm.