

Schultz-Holmes District Library Board

Meeting Minutes

January 21, 2025

A meeting of the Schultz-Holmes District Library Board on Tuesday, January 21, 2025. The meeting served as the annual meeting for the Schultz-Holmes District Library Board. The meeting was called to order by Meeting Chair Greg Brown at 7:00 pm. Meeting Chair Greg Brown was nominated by Trustee Ciara McGrane and seconded by Christine Burtle, elected unanimously as the presiding officer for the annual meeting.

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

Trustees absent: None

Also present: Bob Barringer

Meeting Chair Greg Brown called for a motion to approve the agenda for the January annual meeting. Trustee Ciara McGrane requested to strike “motion to adjourn meeting” and “motion to reconvene meeting” as an administrative matter, and to add approval of the meeting calendar to New Business. Trustee Ciara McGrane made a motion to approve the agenda with those amendments. Trustee Karen Waggoner seconded the motion, and the motion carried unanimously.

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

- Jackie Bates requested that everyone speak louder due to the ambient noise caused by the HVAC equipment.

Meeting Chair Greg Brown called for a motion to approve the minutes of the December 10, 2024 meeting. Trustee Christine Burtle requested two revisions to correct typographical errors, and made a motion to approve the agenda with those amendments. Trustee Blair Briggs seconded the motion, and the motion carried unanimously.

Meeting Chair Greg Brown called for nominations for all available positions to take effect following conclusion of the annual meeting: President, Vice President, Treasurer, Corresponding Secretary, and Recording Secretary.

Trustee Shelly DeVantier nominated Trustee Ciara McGrane for President. Trustee Debra Rogers seconded, and the election was unanimous.

Trustee Ciara McGrane nominated Trustee Karen Waggoner for Vice President. Trustee Blair Briggs seconded, and the election was unanimous.

Trustee Karen Waggoner nominated Trustee Greg Brown for Treasurer. Trustee Ciara McGrane seconded. Trustees Christine Burtle, Blair Briggs, and Shelly DeVantier voted in favor. Trustee Debra Rogers voted against. Trustee Greg Brown was elected Treasurer.

Trustee Ciara McGrane nominated Trustee Blair Briggs for Recording Secretary. Trustee Karen Waggoner seconded, and the election was unanimous.

Trustee Ciara McGrane nominated Trustee Shelly DeVantier for Corresponding Secretary. Trustee Debra Rogers seconded, and the election was unanimous.

Corresponding Secretary Shelly DeVantier provided her report regarding notes of thanks sent since the previous meeting.

Director Bob Barringer detailed the financial report, noting that despite being 25% through the fiscal year, only 16.71% of the budget has been expended. Director Barringer indicated that the final appropriation from the Village of Blissfield had been received, and millage payments were coming in. Director Barringer also noted an issue with Village insurance payments being paid in advance, but specified that the overpayment is being refunded to the Library.

Director Bob Barringer provided the Library Director's report. Director Barringer updated that unemployment insurance had been secured for less than \$1,800 for the year. Likewise, worker's compensation has been secured for \$420 per year. Director Barringer indicated that local business Wolfe's Lawn Care has been providing snow removal for \$100 per visit, and has been going well. Director Barringer updated that Administrator Danielle Gross has indicated that the Village of Blissfield would like to begin transferring ownership of the physical building to the Library beginning in February 2025. Director Barringer requested re-establishment of the policy committee to begin reviewing Library policies. Director Barringer noted that there had been a number of collection and service additions added following patron request, including adding an Ancestry Library subscription.

Director Barringer informed the Board of a donation of \$5,000 by a patron specifically earmarked for capital improvement. As a result, Director Barringer indicated that he would be requesting an updated quote for the updates to the front entry from Maple City Glass and any other vendors he could locate. Similarly, Shoemakers Heating and Plumbing will be completing a quote to fix the sink issues in the staff restroom.

Director Barringer noted that the Library has consulted with Donna Baker regarding accounting services as she has three local libraries as clients. An in-depth meeting has been scheduled for February to go over detailed information. Services will include assistance with audit preparation, tax guidance, and compliance review. Relatedly, Director Barringer updated that he has been working with the Village to resolve all open accounts and close the Library's accounts with the Village as he has opened accounts in the Library's name as previously directed.

Director Barringer updated that he and Assistant Director Autumn Smith had been trained regarding MERS, and that he was awaiting review of the Library's sick pay policy by the Library's counsel.

Finally, Director Barringer provided an update that he had applied for a grant from the Carnegie Corporation to support English language proficiency and/or college readiness and access, and had advanced to the second round of consideration. Director Barringer indicated his intention to continue to work with community partners to finalize proposals for the next round of consideration.

Meeting Chair Greg Brown and Director Bob Barringer discussed the roof project. There is standing water and missing equipment. Meeting Chair Greg Brown indicated that he had been informed that the standing water was considered acceptable by the roofer as it was "approved to pool." Meeting Chair Greg Brown and Director Barringer indicated that there is broken electrical conduit, which will be repaired by Saunders, and the ceiling tiles will be replaced by DPW. Director Barringer will continue to work with the Village Administrator to resolve these issues.

Friends Committee Member Jackie Bates provided an update that the Friends of the Library met the previous week and reviewed the Library's calendar of events to encourage volunteering. They also discussed tabling at Village events to gather additional members.

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, and drafted a newsletter to send out to introduce the changes the Library has undergone since establishment as a district library. Director Bob Barringer indicated that he had spoken with Superintendent Scott Riley as requested at the previous meeting, and been informed that it cost the schools between \$7,000 and \$8,000 to send out "The Communicator" newsletter. Following discussion, Director Barringer was requested to find out the cost to include a black and white four-page newsletter in the Advance. Trustee Ciara McGrane requested that the Trustees and Library staff send her a short biography blurb to include in the newsletter by January 31, 2025. Trustee Debra Rogers suggested sending the newsletter to the local Township boards as well, and including meeting information on the newsletter.

Meeting Chair Greg Brown provided an additional update from the Building and Grounds Committee in that an inspection of the roof will still be pursued after the completion of the repairs. Director Bob Barringer indicated that there had been additional complaints about the furniture in the Library needing to be updated.

Meeting Chair Greg Brown called for a motion to approve the Board's meeting calendar for the year, meeting on the third Tuesday of the month at 7:00pm in the Library Auditorium. Trustee Karen Waggoner made a motion to approve the Board's meeting calendar. The motion was seconded by Trustee Christine Burtle and carried unanimously.

Meeting Chair Greg Brown highlighted the written notice of intent to amend bylaws contained on the agenda. No action was called for.

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

- 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. Councilwoman Dusa further inquired about the contents of the previous meeting minutes regarding points of order, and approval of hiring for a part-time position. Finally, Councilwoman Dusa suggested putting a QR code for the patron survey on posters in different places throughout the Village, including table tents at local restaurants.
- Mark Vandenbusche requested that monthly invoices be included in the meeting packet and provided to the public. Mr. Vandenbusche further indicated that Director Barringer should not be handling expenses or providing the financial report, suggested that a reporting treasurer be elected, that the Board verify insurance and bonds of contractors, and that the Board contact the State Building Inspector regarding the roof concerns.
- Several members of the public commented regarding concerns about the Board accepting the building from the Village in its existing condition, particularly with the roof concerns. Trustee Ciara McGrane affirmed that the Board agreed that these issues would need to be addressed.

Trustee Ciara McGrane moved to adjourn the meeting. Trustee Blair Briggs seconded the motion, and the motion carried unanimously.

Meeting adjourned at 8:39 pm.

Ad Hoc Committee Appointments for 2025:

Finance Committee:

Greg Brown
Shelly DeVantier
Blair Briggs

Buildings and Grounds:

Karen Waggoner
Greg Brown
Shelly DeVantier

Communication:

Ciara McGrane
Debra Rogers
Christine Burtle

Policy:

Ciara McGrane
Blair Briggs
Christine Burtle