

# **Schultz-Holmes District Library Board**

## **Meeting Minutes**

### **March 18, 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, March 18, 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 March meeting. Trustee Debra Rogers 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 February meeting. Trustee Debra Rogers made a motion to approve the minutes of the February meeting. Trustee Christine Burtle seconded and the motion carried unanimously.**

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

President Ciara McGrane reported that the Strategic Planning Committee has been formed but has not met yet.

Trustee Shelly DeVantier reported on the Building and Grounds Committee. Trustee Karen Waggoner had looked at other libraries to get ideas for furniture. The furniture company that has been selected is known to the library, and the library has used them in the past. The Board wants to prioritize good quality furniture since we have a small sitting area.

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

President Ciara McGrane reported on the Communications Committee and updated the Board on the Newsletter. Trustee Blair Briggs revised the Newsletter to be more accessible to visually impaired readers. The Board agreed to do the newsletter in color

and the newsletter will be distributed to the entire district. Trustee Christine Burtle noted a typo in the newsletter.

President Ciara McGrane reported on the Policy committee. An initial revision of the personnel manual has been completed. Revised library card policy is being proposed during New Business to reflect the actions at the February meeting. Committee will begin work on financial policies.

Corresponding Secretary Shelly DeVantier noted there was no correspondence since the last Board Meeting.

Director Bob Barringer provided the Library Director's Report. Director Barringer highlighted his discussions with Donna Baker and what services he expects them to provide. There are several options on how to proceed with the front entry; repairing, replacing or doing nothing for now. Quotes have been received from Maple City Glass and Toledo Mirror and Glass. He notes that the Village Treasurer believes that the library bank accounts managed by the village are no longer needed and will be closed by April 1<sup>st</sup>. Director Barringer reported that he, President McGrane and Assistant Director Autumn Smith attended a Zoom meeting with representatives from Carnegie regarding a grant opportunity, but were informed the library will not be continuing to the next round. He noted that a mid-year budget adjustment will be on the agenda. Director Barringer reported that physical and electronic use of library materials is up from previous months, program attendance is still doing very well, and the library is adding patrons every month.

Treasurer Greg Brown gave the treasurer's report. A monthly Accounts Payable report as well as a monthly Revenue and Expenditure report is provided in the Board packet. The amount received from millage is coming in slightly lower than expected, and not all checks have been received. The County will reimburse for any missing funds. The 6 month Certificate of Deposit (CD) maturity date is in April. \$11.34 in interest was earned from \$1,000 principal. Director Barringer will call to ask about keeping the principal in the CD and withdraw the \$11.34. President Ciara McGrane approves continuing investing \$1,000 principal.

Trustee Greg Brown discussed repairing the front entry doors now and doing more research into door to replace current doors in the future. President Ciara McGrane also voiced concern about current price of materials due to tariffs, as well as the fact that the building is still owned by the Village.

**Motion made by Trustee Greg Brown to approve the quote for repairs from Toledo Mirror and Glass. Trustee Debra Rogers seconded the motion and the motion carried unanimously.**

**President Ciara McGrane called for a motion to hire Donna Baker for library accounting services. A motion was made by Trustee Christine Burtle to formally hire Donna Baker for library accounting services. Seconded by Trustee Shelly DeVantier. Motion carried unanimously.**

Revisions to the Library Card policy were introduced waiving the fee for Blissfield Schools students and staff. Several typographical errors were noted, and it will be noted in the policy that applications for the cards can be made online.

**Motion by Trustee Greg Brown to approve the revised Library Card policy. Seconded by Trustee Christine Burtle. Motion carried unanimously.**

Trustee Debra Rogers requested opening a separate payroll account. There may be a small fee from the library's payroll vendor.

**President Ciara McGrane called for a motion to approve opening a separate payroll/personnel account. Trustee Debra Rogers made a motion to approve opening a separate payroll/personnel account. Seconded by Trustee Greg Brown. Motion carried unanimously.**

President Ciara McGrane called for a motion to approve the resolution authorizing President Ciara McGrane, Vice President Karen Waggoner, Treasurer Greg Brown and Director Bob Barringer as signers for the payroll/personnel account.

**A motion was made by Trustee Debra Rogers to approve the resolution approving President Ciara McGrane, Vice President Karen Waggoner, Treasurer Greg Brown and Director Bob Barringer as authorized signers. Seconded by Trustee Christine Burtle. Motion carried unanimously.**

Trustee Greg Brown emphasized needing more seating rather than tables for the sitting area, as there is a section of tables in the library already.

**Motion by Trustee Greg Brown to purchase the Additional Seating Budget Friendly Library Package (teal sofa, loveseat, 4 chairs, and table) totaling \$4,460. Seconded by Trustee Debra Rogers. Motion carried unanimously.**

Donna Baker provided several recommendations for auditors for the library. The Board asked Bob to call and talk to the listed referrals before the next meeting.

**President Ciara McGrane called for a motion to donate an auditorium rental to the Blissfield Rotary Auction. Trustee Greg Brown made a motion to donate an auditorium rental to the Blissfield Rotary Auction. Seconded by Trustee Christine Burtle. Motion carried unanimously.**

Trustee Debra Rogers requested an Accounts Payable policy in which the Board would approve the report of checks paid at every Board meeting. Moving forward, the Accounts Payable report will be voted on and approved during the Treasurer's report.

Trustee Greg Brown discussed Michigan CLASS, a government investment pool. There are Limitations in financial investments due to being tax funded. Investments are liquid, and can be pulled out without penalty. Principle would not at risk. Michigan CLASS is recommended by Michigan Library Association. Trustee Greg Brown and Director Barringer will meet with advisors before the next meeting to provide additional information.

**Motion by Trustee Greg Brown to table financial investment discussions until next month. Seconded by Debra Rogers. Motion carried unanimously.**

President Ciara McGrane called for public comment. Public comment was given as follows:

Jackie Bates recommended including wages in the monthly report. It was noted that personnel expenses are included in the monthly financial report the Board receives.

President Ciara McGrane adjourned the meeting at 8:35pm.