

Schultz-Holmes District Library Board Meeting Minutes August 19, 2025

Trustees present: Ciara McGrane, Blair Meads, Greg Brown, Shelly DeVantier, Debra Rogers, Karen Waggoner

Also present: Bob Barringer

Trustees absent: Christine Burtle

A meeting of the Schultz-Holmes District Library Board was held on Tuesday, August 19, 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 August 19, 2025 meeting. Trustee Karen Waggoner made a motion to approve the agenda. Trustee Debra Rogers seconded the motion and the motion carried unanimously.

President Ciara McGrane called for a motion to approve the minutes of the July 17, 2025 meeting. Trustee Greg Brown made a motion to approve the minutes of the July 17, 2025 meeting. Trustee Karen Waggoner seconded the motion and the motion carried unanimously.

President Ciara McGrane called for public comment. Public comment was given as follows: Richard Marks noted his concern regarding the health insurance stipend.

President Ciara McGrane reported that the Strategic Planning Committee will begin seeking bids to assess the condition of the property and receive recommendations and potential timelines for updates.

Treasurer Greg Brown reported on the Building and Grounds Committee. The library's attorney has received the title and agreement documents for review for the transfer. The library's attorney has recommended conducting a title search, as well as a survey. President McGrane will work on getting quotes for a survey. Treasurer Greg Brown is waiting to hear back about updating the sign for the library. The manhole cover in the parking lot is sinking, we are waiting on bids to fix it.

Treasurer Greg Brown reported that the Finance Committee has not met as the full Board is discussing the budget. Director Barringer suggested moving some money out of the CLASS account into savings to make sure bills are covered through the end of the year.

President Ciara McGrane provided an update from the Communications Committee. The survey has ended, President McGrane will work on survey results to have for the September meeting, and can provide any specific comparisons that the Board members would like to see.

President Ciara McGrane reported that the Policy Committee will continue working on policies as needed.

Corresponding Secretary Shelly DeVantier reported that 2 notes for program donations, Art at Your Feet and Taste the State, have been written this month.

Director Bob Barringer provided the Library Director's Report. Director Barringer and the accountant are working to reconcile library account records and bring them up to date. Art at Your Feet is on Saturday and set up is Friday evening, volunteers are still needed. The updated website is still in development, let Director Barringer know of any feedback. Staff will be having a meeting to wrap up summer programming on Tuesday the 26th. There was a great turn out for the Summer Reading Program this year!

Treasurer Greg Brown provided the Treasurer's report. The CLASS account is averaging about \$16 per day, interest is included on financial reports.

President Ciara McGrane called for a motion to approve accounts payable. Trustee Debra Rogers moved to approve the accounts payable report. Trustee Blair Meads seconded the motion and it was carried unanimously.

Trustee Shelly DeVantier has brought up potentially having staff wear polos, or another kind of identifiable shirt while working. Director Barringer has mentioned employees have library polo shirts to use for outreach events that take place outside the library. Trustee Shelly DeVantier will look into more options than polos for uniforms and bring them to a future meeting.

President Ciara McGrane called for a motion to table the employee uniform topic for a future meeting. Motion by Trustee Greg Brown to table the topic of employee uniforms. Trustee Debra Rogers seconded the motion and it was carried unanimously.

President Ciara McGrane called for a motion to publish the budget summary in The Advance prior to the Budget Hearing. Trustee Greg Bown moved to approve publishing the budget summary. Trustee Shelly DeVantier seconded the motion and it was carried unanimously.

President Ciara McGrane called for a motion to approve the L-4029 Millage Request. Trustee Karen Waggoner moved to approve the L-4029 Millage Request. Trustee Blair Meads seconded the motion and it was carried unanimously.

President Ciara McGrane provided an update on the building transfer. There are several documents that are still in progress that are needed before closing.

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

Several members of the public noted that they agree that it would be more professional and cohesive for staff to have library attire. Debbie Marks recommended vests.

Jackie Bates recommended reaching out to the schools to encourage students to sign up for a library card as the school year is starting. Director Barringer noted that Assistant Director Autumn Smith regularly attends school activities such as open houses.

Trustee Debra Rogers shared about a class of kindergarteners going to their local library to sign up for library cards and was interested in something similar locally.

President Ciara McGrane announced the library will soon be offering early learning backpacks that can be checked out and brought home, which will have age appropriate materials inside. There will be 36-40 backpacks.

Having completed the agenda, President Ciara McGrane declared the meeting adjourned at 7:45pm.