

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

Schultz-Holmes District Library Board

Meeting Minutes

February 18, 2025

A meeting of the Schultz-Holmes District Library Board on Tuesday, February 18, 2025. The meeting was called to order by President Ciara McGrane at 7pm.

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

Also present: Bob Barringer, Autumn Smith

Trustees absent: Blair Briggs

President Ciara McGrane added an agenda item concerning signatories for the library's bank accounts. President Ciara McGrane called for a motion to approve the agenda with the amendment. Trustee Greg Brown made a motion to approve the agenda with the amendment. Trustee Karen Waggoner seconded and the motion carried unanimously.

President Ciara McGrane called for a motion to approve the meeting minutes from the January 21, 2025 meeting. Trustee Debra Rogers proposed a correction to reflect that the library is in consultation with Donna Baker and has not already begun using the services as stated in the minutes. President Ciara McGrane called for a motion to approve the January 21, 2025 meeting minutes with the suggested correction. Trustee Debra Rogers made a motion to approve the meeting minutes with the correction. Trustee Christine Burtle seconded and the motion carried unanimously.

President Ciara McGrane opened the floor for public comment. There was no public comment.

President Ciara McGrane called for a motion to establish a strategic planning committee. Trustee Karen Waggoner made a motion to establish a strategic planning committee. Trustee Greg Brown seconded and the motion carried unanimously. President Ciara McGrane assigned Trustee Debra Rogers, Trustee Blair Briggs and herself to serve on the committee.

President Ciara McGrane called for a motion to disband the committee assigned to the Friends of the Library. Trustee Debra Rogers made a motion to disband the committee assigned to the Friends of the Library. Trustee Christine Burtle seconded and the motion carried unanimously.

The building and grounds committee provided an update. Trustee Greg Brown reported there were spots where the metal trim on the roof had been dislodged. Director Barringer reported the roofing company had been out on Monday and reported that they had fixed the trim. He reports the roofing company requested other contractors be careful when on the roof. Director Barringer requested written instructions to give contractors. Trustee Greg Brown reported that he did not think there were enough walking pads on the roof and will follow up with the roofing company.

Trustee Karen Waggoner provided an update on the furniture project. The committee has two proposed approaches. A mid-century modern style was proposed to tie in with the style of the building. The second approach focused more on durability of the pieces. Trustee Shelly DeVantier provided the board with an initial concept Laurie Nichols drew up for the mid-century modern approach. President Ciara McGrane asked if vendor information was available for the pieces in the concept provided, citing the need to look into warranty information for high-use pieces. Trustee Greg Brown asked if the proposed pieces were rated for commercial or residential use. President Ciara McGrane will provide a list to the building and grounds committee of trusted vendors that she has experience with through her work with the county. President Ciara McGrane also suggested that vinyl might be the easiest fabric to clean and less susceptible to bed bugs. Trustee Debra Rogers asked if the library furniture project was part of a larger plan for a library-wide renovation project. Director Barringer suggested looking into Herman Miller for pieces that capture the mid-century feel. President Ciara McGrane expressed that she enjoys the warm and cozy atmosphere and wants to make sure that the renovation projects retain that feel. Trustee Christine Burtle suggested that some people seek more mid-grade furniture that is meant to last 10 years or so and may be less of a long-term commitment. Director Barringer noted that form needs to follow function. He noted the library is a working library and staff need to be able to perform all the functions of their jobs effectively.

Trustee Greg Brown provided an update from the finance committee. Director Barringer is using Quickbooks at this time. Trustee Greg Brown asked Director Barringer if he would still use Quickbooks if the library employed an outside firm. Director Barringer replied that he was advised by Kate Pohjola Andrade and the accountant at Donna Baker that Quickbooks is the industry standard and would continue to use it as another option to track finances. Trustee Greg Brown reported that in response to community requests for the library financial documents to be placed on the website, the entire board packet, including the financial

documents, is now on the website homepage. President Ciara McGrane stated that the board would like Director Barringer to continue to seek information about accounting firms. President Ciara McGrane stated duties of the Treasurer have been returned to the Treasurer from the Director. President McGrane asked Director Barringer to provide background information about how he had come to assume those duties. Director Barringer said he started getting financial documents from the village due to a scheduling conflict with a previous Treasurer. Director Barringer noted the bylaws allow Treasurers to delegate duties to a Director. Trustee Greg Brown highlighted the revenue and expenditures report and noted the library is 33% done with the fiscal year and has used 23% of its annual budget at this point. President Ciara McGrane offered to seek additional information from the county about taxes collected from the townships. Trustee Debra Rogers inquired about a separate payroll account that is not part of the general fund account. Director Barringer will follow up about creating a second account and will report back next month.

President Ciara McGrane provided an update from the communication committee. She noted that she still needs photos and bios for the upcoming newsletter. She reported that it will cost \$650 to print the newsletter. Trustee Shelly DeVantier asked if the survey would be included in the newsletter. Trustee Debra Rogers asked if there would be extra copies to take to the townships. President Ciara McGrane confirmed the survey would be included and extra copies would be available. President Ciara McGrane called for a motion to approve the \$650 for the printing costs of the newsletter. Trustee Karen Waggoner made a motion to approve the \$650 for printing costs. Trustee Christine Burtle seconded and the motion carried unanimously.

President Ciara McGrane provided an update from the policy committee. She reported the first tasks of this committee are updating the personnel policy and the auditorium use policy.

Trustee Shelly DeVantier provided the Corresponding Secretary's report. Three thank you notes were sent. One note was sent to Kate Pohjola Andrade from the Woodlands Cooperative for providing training and two notes were sent in response to memorial gifts made to the library.

Director Barringer provided the Library Director's report. Director Barringer provided an update on securing an outside accounting firm. Donna Baker has stated they cannot take on the library as a client until May 1, 2025 due to tax season. Director Barringer advised the board to still consider Donna Baker, citing the firm has experience with other libraries in the area. Director Barringer provided information on a grant opportunity through the Carnegie Cooperation. Director Barringer provided updates regarding the front entry project. President Ciara McGrane asked Director Barringer to secure quotes for making the front entry accessible. Director

Barringer provided other updates about the staff restroom sink, the heating unit for the back hallway and some accounting issues that have been resolved. Director Barringer also noted maintenance that had been done by Tristan Brown. Director Barringer highlighted the library's new hire, Stacie Marquis. Director Barringer also noted that the board may need to consider adopting a policy to address the new Earned Sick Leave Act.

President Ciara McGrane called for a motion to amend the bylaws to reflect a change in the pay for board members from \$50 per meeting to \$30 per meeting. Trustee Karen Waggoner made a motion to amend the bylaws to reflect this change. Trustee Debra Rogers seconded and the motion carried unanimously. President Ciara McGrane stated she will amend the bylaws and send them out to board members.

President Ciara McGrane called for a motion to approve the adoption of Roberts Rules of Order Newly Revised 12th edition. Trustee Karen Waggoner made a motion to adopt the 12th edition of Roberts Rules of Order. Trustee Christine Burtle seconded and the motion carried unanimously.

Trustee Greg Brown proposed free library cards for Blissfield Community Schools students and staff. President Ciara McGrane called for a motion to approve free library cards for Blissfield Community Schools students and staff with a valid school identification card. Trustee Christine Burtle made a motion to approve free library cards for Blissfield Community Schools students and staff. Trustee Karen Waggoner seconded and the motion carried unanimously. Director Barringer noted that non-residents would receive non-resident cards with fees waived for staff and students of Blissfield Community Schools.

President Ciara McGrane called for a motion for the request for referral of financial policy creation and review to the policy committee. Trustee Debra Rogers made a motion for the referral of financial policy creation and review to the policy committee. Trustee Greg Brown seconded and the motion carried unanimously.

President Ciara McGrane called for a motion to approve the signing of the property and liability insurance renewal. Trustee Karen Waggoner made a motion to allow President Ciara McGrane to sign the renewal for the property and liability insurance. Trustee Shelly DeVantier seconded and the motion carried unanimously.

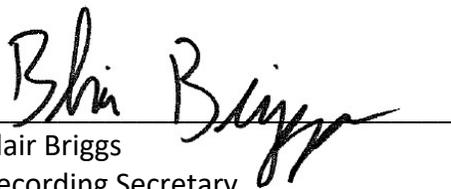
President Ciara McGrane called for a motion to remove former library board trustee Onn Brown as a signatory for library accounts and add President Ciara McGrane as a signatory. Trustee Karen

Waggoner made a motion to remove Onn Brown and add President Ciara McGrane as a signatory. Trustee Greg Brown seconded and the motion carried unanimously.

President Ciara McGrane opened the floor to public comment. Public comment was given as follows:

Jackie Bates provided an update from the Friends of the Library. She noted upcoming programs at which they will volunteer. Jackie also suggested that the board look into D&N Upholstery for the furniture project and noted Dave may be able to offer guidance on fabrics.

President McGrane adjourned the meeting at 8:39pm


Blair Briggs
Recording Secretary

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 1st. 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.

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.

Schultz-Holmes District Library Board Meeting Minutes May 20, 2025

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

Also present: Bob Barringer

Trustees absent:

A meeting of the Schultz-Holmes District Library Board was held on Tuesday, May 20, 2025 at 7:00 pm. The meeting was called to order by President Ciara McGrane at 7:02 pm.

President Ciara McGrane called for a motion to approve the agenda for the May meeting. Trustee Karen Waggoner made a motion to approve the agenda for the March meeting. Trustee Christine Burtle seconded and the motion carried unanimously.

President Ciara McGrane called for a motion to approve the minutes of the April meeting. Trustee Debra Rogers made a motion to approve the minutes of the April meeting. Trustee Greg Brown seconded and the motion carried unanimously.

President 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, the committee is waiting to meet until there is more direction regarding the building.

Trustee Karen Waggoner reported on the Building and Grounds Committee. The committee came up with a list of improvement projects to be completed over the next few years. Trustee Greg Brown has contacted a company out of Detroit that will be coming in a few weeks to inspect the roof. Repaving driveway approaches, filling and sealing the back lot, railing paint, general painting, and updating signage in the front of the library are all listed as priorities. President Ciara McGrane commented on upgrading handicap signage and upgrading hand drying options. Trustee Debra Rogers asked about getting motion sensors for the lights in the bathrooms. Most of the new furniture will be delivered by May 21st.

Treasurer Greg Brown reported on the Finance Committee. The committee discussed updates on the investment accounts and discussed adding more funds to the account, while keeping at least 3 months expenses in the General Fund. Money can be pulled out in one business day.

President Ciara McGrane provided an update from the Communications Committee. The survey is still running and results are coming in. Assistant Director Autumn Smith is already working on implementing suggestions. Survey will run through the end of July. Ciara McGrane reported that the Policy Committee is working on drafting finance policies, which may be ready for the next meeting.

Corresponding Secretary Shelly DeVantier reported that she has written 23 thank you notes for summer reading for donations, 5 for book sale help, 1 for Adopt-a-Magazine.

Director Bob Barringer reported that he is working with the accountant, invoices will be sent twice or month but can vary based on urgency. Brown and Nofsinger seem interested in doing our audit, but we have not gotten confirmation. There are several options for website vendors, the best option is a New York based company that would fit library needs very well. D&P is scheduled to do work on the library's fiber optic network in the beginning of June.

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

Motion by Trustee Karen Waggoner to approve the Accounts Payable report, supported by Trustee Debra Rogers. Motion carried unanimously.

President Ciara McGrane noted that the roof inspection is still underway. No action required.

President Ciara McGrane called for a motion to waive non-resident fee for Friends of the Blissfield Library volunteers. Motion by Trustee Karen Waggoner to approve waiving the non-resident fee for Friends of the Blissfield Library supported by Trustee Blair Briggs. Motion carried unanimously.

Trustee Debra Rogers requested that staff track foot traffic into the library. Director Bob Barringer will send annual report statistics to Trustee Rogers.

President Ciara McGrane called for a motion to approve a liquor license for Taste the State. Motion by Trustee Karen Waggoner, supported by Trustee Greg Brown. Motion carried unanimously.

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

Meeting adjourned at 7:53pm

Schultz-Holmes District Library Board

Meeting Minutes

June 17, 2025

A meeting of the Schultz-Holmes District Library Board on Tuesday, June 17, 2025. The meeting was called to order by President Ciara McGrane at 7:01 pm.

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

Trustees absent: Blair Briggs

Also present: Bob Barringer

President Ciara McGrane called for a motion to approve the agenda for the June 17, 2025 meeting. Trustee Christine Burtle made a motion to approve the agenda. Trustee Debra Rogers seconded the motion, and the motion carried unanimously.

President Ciara McGrane called for public comment. There was no public comment offered.

President Ciara McGrane called for a motion to approve the minutes of the May 20, 2025 meeting. Trustee Debra Rogers made a motion to approve the minutes of the May 20, 2025 meeting. Vice President Karen Waggoner seconded the motion, and the motion carried unanimously.

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.

Treasurer Greg Brown reported on the Building and Grounds Committee. The Friends of the Library have offered to maintain the flower beds as a volunteer opportunity. A roof inspection has occurred, and a report is in progress. Two issues have been identified. President McGrane will contact Village Administrator Danielle Gross for assistance with remedying the identified issues when the report is provided.

There was no update from the Finance Committee as it has not met since the previous meeting.

President Ciara McGrane provided an update from the Communications Committee. The survey is still running and results are coming in. Survey will run through the end of July.

President Ciara McGrane reported that the Policy Committee is working on drafting finance policies after prioritizing a list of policies, which should be ready for the next meeting.

Corresponding Secretary Shelly DeVantier provided her report regarding notes of thanks sent since the previous meeting, and indicated that six notes had been sent.

Director Bob Barringer provided the Library Director's Report, including a call for volunteers for the Summer Carnival on July 9 and the Parade on July 12; an update regarding the hiring of a part-time temporary program assistant who has also offered to train as a fill-in for other positions; the

receipt of quotes from proposed auditors; the procurement of web design and hosting services following the retirement of the Library's previous designer/host; the decision by the Advance to permit the Library to make its digital archives available online for a significant coverage period; and the receipt of delinquent taxes from the County.

Treasurer Greg Brown provided the Treasurer's Report, including an update that the CLASS account had earned \$1,450 in interest thus far. Trustee Debra Rogers inquired as to whether the revenue account for private contributions could be further broken down into categories. Director Bob Barringer agreed to discuss this idea with Donna Baker and implement as the accountant recommends. President Ciara McGrane called for a motion to approve accounts payable. Trustee Debra Rogers moved to approve the accounts payable. Trustee Karen Waggoner seconded the motion and it carried unanimously.

President Ciara McGrane noted that the roof inspection report had not yet been received and discussion of taking ownership of the building remained tabled.

President Ciara McGrane discussed the need to calendar a number of budget-related events. The Finance Committee planned to meet prior to the August 2025 meeting to discuss the budget proposal. The Committee of the Whole Workshop was scheduled for August 19, 2025 at 6:00pm. The public Budget Hearing was scheduled for September 16, 2025 at 6:00pm, with the Budget Review to occur at the regular meeting immediately after the Budget Hearing.

Trustee Debra Rogers renewed her request to have staff count physical visits to the Library to gain perspective regarding how individuals utilize the Library, and made a motion to that effect. Following discussion regarding limitations of staff time and resources, there was no second to the motion and the motion failed.

President Ciara McGrane called for a motion to approve Brent Shea, CPA of Morenci as the Library's auditor. Treasurer Greg Brown moved to hire Brent Shea, CPA as the Library's auditor. Trustee Christine Burtle seconded the motion and it carried unanimously.

President Ciara McGrane called for public comment. Public comment included a compliment of President McGrane's guest editorial in the Advance, and a recommendation to utilize the Advance more regularly by submitting stories and photos to build community support.

Having completed the agenda, President Ciara McGrane declared the meeting adjourned at 8:04pm.

Schultz-Holmes District Library Board Meeting Minutes July 15, 2025

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

Also present: Bob Barringer, Autumn Smith

Trustees absent:

A meeting of the Schultz-Holmes District Library Board was held on Tuesday, July 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 July 15, 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 June 17, 2025 meeting. Trustee Christine Burtle made a motion to approve the minutes of the June 17, 2025 meeting. Trustee Shelly DeVantier seconded the motion, and the motion carried unanimously.

President Ciara McGrane called for public comment. There was no public comment offered.

President Ciara McGrane reported that the Strategic Planning Committee has been formed but has not met yet, the committee is waiting to meet until the building transfer is further along.

Treasurer Greg Brown reported on the Building and Grounds Committee. A few issues have been identified with the roof, but are minor. President McGrane continues to be in contact with Village Administrator Danielle Gross for assistance with remedying the issues.

Treasurer Greg Brown reported that the Finance Committee has approved putting the delinquent tax money into CLASS.

President Ciara McGrane provided an update from the Communications Committee. The survey is still running and results are coming in, even more since the River Raisin

Parade. President McGrane will have stats for the September meeting. President McGrane also provided a statement to the Advance regarding the building transfer.

President Ciara McGrane reported that the Policy Committee is working on finance policies which will be discussed and voted on during New Business.

Corresponding Secretary Shelly DeVantier provided her report. 9 Thank You notes have been sent for the Kids Carnival.

Assistant Library Director Autumn Smith provided an update on the Summer Reading Program. 268 participants are currently registered. There have been 27 programs and 6 outreach programs, with 1,189 participants so far. 49 new library cards have been issued since June 1st. This is the 2nd year with a new grand prize system, which has been great for engagement. Staff have been extremely busy. There are 2 more weeks after the current week.

Director Bob Barringer provided the Library Director's Report. Former Blissfield resident and attorney John Brown donated a famous Mark Twain photo to the library. He has also expressed interest in setting up an endowment for reading programs. There are a few issues in Quickbook reports, Director Barringer is working on it with the accountant. The library needs volunteers for Riga Day and Art at your Feet - contact Autumn Smith or Trustee Burtle if available. The engagement letter for the auditor, Brent Shea and Associates, has been signed. The new vendor is working on the website, please let Director Barringer know of any feedback. All the new furniture has been delivered.

Treasurer Greg Brown provided the Treasurer's report. Per Board request, Director Barringer will start including CLASS interest earned.

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.

President Ciara McGrane reported that the roof inspection report has been received. The Village has reached out to the contractors to discuss details, but no response has been received yet. There is concern about the warranty transferring.

Ciara called for a motion to approve President McGrane and Director Barringer to begin the process of transferring the building from Village ownership to Library ownership. Motion by Trustee Karen Waggoner to approve President McGrane and Director Barringer to begin the process of transferring the building from

Village ownership to Library ownership. Motion seconded by Trustee Christine Burtle. Treasurer Greg Brown voted against the motion, motion carries.

President Ciara McGrane called for approval of the proposed Fraud Risk Management Policy. Motion made by Treasurer Greg Brown to approve the Fraud Risk Management Policy. Trustee Debra Rogers seconded the motion and it carried unanimously.

President Ciara McGrane called for approval of the proposed Whistleblower Policy. Motion made by Treasurer Greg Brown to approve the Whistleblower Policy. Trustee Blair Meads seconded the motion and it carried unanimously.

President Ciara McGrane called for approval of the proposed Budget Policy. Motion made by Trustee Blair Meads to approve the Budget Policy. Treasurer Greg Brown seconded the motion and it carried unanimously.

President Ciara McGrane called for approval of the proposed Child Safety Policy. Motion made by Trustee Christine Burtle to approve the Child Safety Policy. Trustee Debra Rogers seconded the motion and it carried unanimously.

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

Having completed the agenda, President Ciara McGrane declared the meeting adjourned at 7:44pm

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.

Schultz-Holmes District Library Board Committee of the Whole 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 Committee of the Whole meeting of the Schultz-Holmes District Library Board was held on Tuesday, August 19, 2025 at 6:00 pm. The meeting was called to order by President Ciara McGrane at 6:00pm.

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

Director Barringer provided an overview of the budget. Several new lines of revenue were added, such as service charges, to more accurately track revenue sources. An interest line was added for interest earned through the Michigan CLASS account.

Trustee Debra Rogers raised some concerns regarding the health stipend offered to full time employees. Several members of the Board mentioned that the cost of utilities is expected to rise, and the budget line may need to be raised. Capital improvements and maintenance will be priorities in the upcoming year. The library will need insurance on the building when the transfer happens, and Director Barringer is already working on this and anticipates having insurance finalized by the time of the transfer. Director Barringer noted that income earned from sales income goes to the purchase of books. The annual budget will not be voted on until the September Board meeting.

Committee of the Whole meeting adjourned at 6:53pm

Schultz-Holmes District Library Board Meeting Minutes September 16, 2025

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

Also present: Bob Barringer, Autumn Smith

Trustees absent:

A meeting of the Schultz-Holmes District Library Board was held on Tuesday, September 16, 2025 at 7:00 pm. The meeting was called to order by President Ciara McGrane at 7:01 pm.

President Ciara McGrane called for a motion to approve the agenda for the September 16, 2025 meeting. Trustee Karen Waggoner made a motion to approve the agenda with the addition of adding Storm Sewer Discussion to Unfinished Business, and adding an opportunity for Board Member Comment after Public Comment to allow Trustee Rogers to read a prepared statement. Trustee Greg Brown seconded the motion with the addition and the motion carried unanimously.

President Ciara McGrane called for a motion to approve the minutes of the August 19, 2025 meeting. Trustee Greg Brown made a motion to approve the minutes of the August 19, 2025 meeting. Trustee Debra Rogers seconded the motion and the motion carried unanimously.

President Ciara McGrane called for public comment. Comment was given regarding concern with implementing a uniform and longevity with the health insurance stipend, such as hiring future employees that are not able to get insurance through their spouses.

During Board Member Comment, Trustee Debra Rogers responded to concerns brought up during the Budget Hearing on September 16th. President McGrane called for a motion to grant Trustee Rogers an additional three minutes to speak. Trustee Shelly DeVantier motion to add 3 minutes to Trustee Rogers time for comment. Trustee Christine Burtle seconded and the motion carried with Trustee Greg Brown voting no.

Trustee Ciara McGrane reported on the Strategic Planning Committee. Two bids have been received regarding a Capital/Property Needs Assessment for the building to give an idea on expected life span and recommended repairs in order to prepare a Capital Improvement Plan. Library attorneys have cleared the title for the building and the necessary signatures for transfer are in the process of being acquired.

Trustee Greg Brown reported on the Building and Grounds Committee. The pipe connecting sewer drains needs to be replaced so the cost is more than originally anticipated.

Trustee Greg Brown reported that the Finance Committee has not recently met as the full Board is working on the budget.

President Ciara McGrane reported on the Communications Committee. A report from the survey is available to review, Assistant Director Smith is already working on implementing suggestions.

President Ciara McGrane reported that there is no update from the policy committee.

Corresponding Secretary Shelly DeVantier reported that there was no correspondence this month.

Director Bob Barringer provided the Library Director Report. Director Barringer is continuing to work with our accountant to reconcile library accounting records. Payroll vendor is working to implement sick pay requirements based on state law and attorney suggestions. The Blissfield Library website is still in progress, we will be asking for an extension with the current vendor to ensure the new website is ready and there is no gap in service. Director Barringer will be speaking at the Carlson Library at the University of Toledo about book banning. Hoopla is very expensive to use but is very popular with residents so there is no plan to make any changes to service at this time. Assistant Director Smith has been selected to take a financial management course at the University of Wisconsin.

Assistant Director Smith provided a special report on some programs made possible from millage funding due to public interest. Programs that include higher cost materials are now possible- including flower-arranging and live music. There are 185 in house programs, nearly at capacity year-round in all programs. One Seed One State program has been implemented and a seed library is in the works. Early learning backpacks are in the works and will be available to patrons starting October 1.

Treasurer Greg Brown reported that the library CLASS account earned over \$4,701 in interest since April of this year. Money can be withdrawn the same or next day with no penalties.

Trustee Karen Waggoner made a motion to approve the Accounts Payable report. Trustee Blair Meads seconded the motion and the motion carried unanimously.

Budget resolution: President Ciara McGrane discussed several other options regarding health insurance and health related expenses, including continuing stipend, Qualified Small Employer Health Reimbursement Arrangement (QSEHRA), offering employee sponsored health insurance plan, or a combination of QSEHRA and flat wage increase. There is legal concern about making the stipend amounts to close to estimated health costs. A 2.7% Cost of Living Adjustment (COLA) was discussed as 2.7% is the expected cost of living increase by January 2026 according to the Social Security Administration.

Motion made by Trustee Greg Brown to take a 5 minute recess. Trustee Christine Burtle supported the motion and it was carried unanimously. The meeting was recalled at 8:22.

Motion by Trustee Greg Brown to amend the budget with the 2.7% COLA for Part-Time employees for FY2026 and the max QSEHRA of \$12,800 per year with flat wage increase of \$6,266.88 per full time employee to prevent employees from bearing tax liability related to the QSEHRA allocation. Trustee Karen Waggoner seconded the motion. Recording Secretary Blair Meads conducted a roll call vote:

Rogers	No
Brown	Yes
Burtle	Yes
Meads	Yes
Waggoner	Yes
DeVantier	No
McGrane	Yes

Motion carried through roll call vote.

Trustee Karen Waggoner made a motion to approve the amended 2025-2026 Budget Resolution. Trustee Christine Burtle seconded the motion. Recording Secretary Blair Meads conducted a roll call vote:

Rogers	No
Brown	Yes
Burtle	Yes
Meads	Yes
Waggoner	Yes
DeVantier	No
McGrane	Yes

Motion carried through roll call vote.

President Ciara McGrane called for a motion to authorize Trustees McGrane and Brown to revise Exhibit A to the budget resolution to reflect the changes made in this meeting. Motion made by Trustee Karen Waggoner to revise Exhibit A to the Budget Resolution. The motion was seconded by Blair Meads. Motion carried unanimously.

President Ciara McGrane called for a motion to approve the budget amendments for the 2024-2025 Fiscal Year. Motion was made by Trustee Greg Brown to approve the budget amendments for the 2024-2025 Fiscal Year. Seconded by Trustee Christine Burtle. Motion carried unanimously.

President Ciara McGrane called for a motion to approve the quote from Partner for the Property Condition Assessment. Motion made by Trustee Debra Rogers to approve the quote from Partner for the Property Condition Assessment. Motion was seconded by Trustee Karen Waggoner. Motion carried unanimously.

A property survey was recommended while ownership transfer of the building is in process. The transfer of ownership is still able to continue while the survey is in progress. **A motion was made by Trustee Greg Brown to approve up to \$5,000 for a property survey. Motion was seconded by Trustee Debra Rogers. Motion carried unanimously.**

The repairs for the sewer drain in the parking lot will be more intensive than originally anticipated, with piping and other parts needing to be repaired and replaced. **A motion made by Trustee Greg Brown to authorize up to \$12,000 for necessary repairs and construction to sewer drain and system with the current contractor. Motion was seconded by Trustee Debra Rogers. Motion carried unanimously.**

Regarding the request to amend the dress code policy, Assistant Director Smith spoke on concerns from staff about polo shirts noting that no other library in the county has a mandated uniform. There is also concern about affording the shirts, and that library funds would have to be used to purchase the uniforms. Trustee Shelly DeVantier clarified that her intent was to update the dress code rather than mandate a specific uniform. **A motion made by Trustee Karen Waggoner to refer the topic of dress code revisions to the Policy Committee to be more clear in establishing a business casual dress code, and to clarify what political expression is permitted by the dress code. The motion was seconded by Trustee Greg Brown. Motion carried unanimously.**

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

Judy Echols praised the library board and staff for their hard work for the community.

Meeting adjourned at 9:18pm

Schultz-Holmes District Library Board Meeting Minutes September 16, 2025

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

Also present: Bob Barringer, Autumn Smith

Trustees absent:

A Public Budget Hearing of the Schultz-Holmes District Library Board was held on Tuesday, September 16, 2025 at 6:00 pm. The Hearing was called to order by President Ciara McGrane at 6:00 pm.

President Ciara McGrane called for a motion to approve the agenda for the September 16 Budget Hearing. Trustee Karen Waggoner made a motion to approve the agenda. Trustee Christine Burtle seconded the motion and the motion carried unanimously.

Public comment was accepted regarding the 2025-2026 Schultz-Holmes District Library Budget.

Hearing adjourned at 6:34 pm.

Schultz-Holmes District Library Board Meeting Minutes October 21, 2025

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

Also present: Bob Barringer

Trustees absent:

A meeting of the Schultz-Holmes District Library Board was held on Tuesday, October 21, 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 October 21, 2025 meeting. Trustee Karen Waggoner made a motion to approve the agenda. Trustee Christine Burtle seconded the motion, and the motion carried unanimously.

President Ciara McGrane called for a motion to approve the minutes of the September 16, 2025 Budget Hearing. Trustee Debra Rogers made a motion to approve the minutes of the September 16, 2025 Budget Hearing. Trustee Waggoner seconded the motion, and the motion carried unanimously.

President Ciara McGrane called for a motion to approve the minutes of the September 16, 2025 Regular Meeting. Trustee Greg Brown made a motion to approve the minutes of the September 16, 2025 Regular Meeting. Trustee Blair Meads seconded the motion, and the motion carried unanimously.

President Ciara McGrane called for public comment. There was no public comment offered.

President Ciara McGrane reported that the Strategic Planning Committee will be meeting following the Regular Meeting. The Condition Assessment Agreement has been signed and the process of gathering information and scheduling is underway. Development for the library's Strategic Plan is underway.

Trustee Greg Brown reported on the Building and Grounds Committee. The property survey has been initiated. Trustee Greg Brown has reached out to vendors about getting the sign out front updated but hasn't received any responses.

There is no report from the Finance Committee as the Budget was just passed in September.

President Ciara McGrane declared the Communication Committee disbanded, as the survey has been completed. The committee will start again when needed.

President Ciara McGrane reported that the Policy Committee has revised the Dress Code Policy as requested, and the changes have been sent to the attorney for review. There are also several proposed changes to the Library Director Evaluation Policy.

Corresponding Secretary Shelly DeVantier reported that 3 Thank You notes have been written - Lena's for hosting Homeschool Hangout Field Trip, Adrian District Library for help with the new backpacks, and a monetary donation.

Director Barringer gave the Library Director's Report. The audit and Condition Assessment are in progress. The new website is up and running, there are issues with editing the website that staff are communicating with the vendor about. Dr. Barringer spoke at the University of Toledo about Banned Books. Backpack launch has gone very well, and there has been media attention. The library's main book wholesaler, Baker and Taylor, is going out of business. There is a plan moving forward to order books, but there may be delays as other vendors are overwhelmed with new accounts. President Ciara McGrane complimented the Saturday Service Spotlight.

Treasurer Greg Brown provided the Treasurer's report.

President Ciara McGrane called for a motion to approve accounts payable.

Trustee Karen Waggoner moved to approve the accounts payable report. Trustee Blair Meads seconded the motion and it was carried unanimously.

President Ciara McGrane discussed when the next Director Evaluation should occur.

Trustee Greg Brown discussed June or July to have the review completed prior to drafting the budget. Board is in agreement for June or July for evaluation disbursement

A QSEHRA Resolution has been requested by the attorney. Trustee Debra Rogers asked if leftover funds will rollover. There is no rollover between years as the maximum is offered. **President Ciara McGrane called for a motion to approve the QSEHRA Resolution. Trustee Greg Brown moved to approve the QSEHRA Resolution. Trustee Christine Burtle seconded the motion. Trustee Debra Rogers voted against the motion, motion carried.**

Several revisions have been made to add clarity and specify the procedure for selection decisions and material challenges.

President Ciara McGrane called for a motion to approve the revisions to the Collection Development. Trustee Greg Brown moved to approve the collection development policy with noted corrections to typographical and grammatical errors. Trustee Karen Waggoner seconded the motion and the motion carried unanimously.

President Ciara McGrane called for public comment. There was no public comment offered.

Meeting adjourned at 7:38pm

Schultz-Holmes District Library Board Meeting Minutes November 18, 2025

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

Also present: Bob Barringer

Trustees absent:

A meeting of the Schultz-Holmes District Library Board was held on Tuesday, November 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 November 18, 2025 meeting. Trustee Christine Burtle made a motion to approve the agenda. Trustee Karen Waggoner seconded the motion, and the motion carried unanimously.

President Ciara McGrane called for a motion to approve the minutes of the October 21, 2025 Meeting. Trustee Debra Brown made a motion to approve the minutes of the October 21, 2025 Meeting. Trustee Greg Brown seconded the motion, and the motion carried unanimously.

President Ciara McGrane called for public comment. There was no public comment offered.

President Ciara McGrane reported that the Strategic Planning Committee met in October. The Strategic Plan is underway and the committee expects to bring it before the Board in January.

Trustee Greg Brown reported on the Building and Grounds Committee. The library is on the schedule for property survey. The preliminary property assessment has been received and is being reviewed and will be sent out when it's finalized. Trustee Brown is in contact with someone about the sign. Director Barringer mentioned there is a very faded "no parking" sign near the book drop that should be replaced.

There is no report from the Finance Committee.

President Ciara McGrane reported that the Policy Committee has revised the Dress Code Policy as requested, and the changes have been reviewed by legal counsel. It will be addressed during Unfinished Business.

Corresponding Secretary Shelly DeVantier reported that 9 notes were written in November.

Director Barringer gave the Director's Report. The Library of Michigan offers a program called Visiting Patron that works similar to Inter-Library Loan, which SHDL currently participates in.

Motion made by Trustee Karen Waggoner to add Visiting Patron to the agenda under New Business for Board action. Trustee Blair Meads supported the motion, and the motion carries.

The accountant has made some suggestions to reconcile bank accounts easier, and would have minimal impact on reports. Most of the information needed for the audit has been compiled, there are a few things needed from the Village that have not yet been received.

Front desk staff recently completed a free Narcan (Naloxone) training and supply of Narcan to keep in the library. SHDL will be one of the only places in Blissfield, besides the police department, to have Narcan. Director Barringer is working on getting an AED for the library.

Staff are still getting used to the website and working through issues as they come up. Looking at Ingram as a replacement book supplier due to the closing of Baker and Taylor. Administrative Services Coordinator Breanden Gunner is being trained on ordering books. Assistant Director Autumn Smith is currently in a Library Financial Management training that continues until July. Technical Services Coordinator Dean Cantrell will be going to a training for book repair. Thriftbooks, which the Library has used to sell books, will not be working with the library due to lack of profit. Books have to be pre-approved before they are accepted, which will make disposing of books after the books sale difficult.

Treasurer Greg Brown reported that Michigan CLASS earned over \$1,600 since October 1, and over \$6,000 since April 2025. Interest rates are still over 4% even with interest rate cuts.

President Ciara McGrane called for a motion to approve accounts payable. Trustee Karen Waggoner moved to approve the accounts payable report. Trustee Greg Brown seconded the motion and it was carried unanimously.

The revised dress code policy was presented, with changes to go into effect January 1, 2026. Director Barringer discussed doing a brief presentation to the staff about dress codes. The examples of attire in the policy are not exhaustive, and supervisors will have some discretion.

President Ciara McGrane called for a motion to the revised dress code policy. Trustee Greg Brown moved to approve the revised dress code policy. Trustee Karen Waggoner seconded the motion and it was carried unanimously.

Previously, the Board had approved up to \$12,000 for the repair of the parking lot storm drain system. A quote was recently received, and the repairs will cost \$15,000.

President Ciara McGrane called for a motion to approve up to \$15,000 for repairs and construction to the storm drain system, including piping and other necessary parts. Trustee Debra Rogers moved to approve up to \$15,000 for repairs and construction to the storm drain system, including piping and other necessary parts. Trustee Christine Burtle seconded the motion and it was carried unanimously.

Director Barringer further described the Visiting Patron Program. The process is nearly identical to Inter-Library Loan, there are no fees, and includes the library's physical materials. Other Lenawee County libraries are also discussing joining the program.

President Ciara McGrane called for a motion to join the Visiting Patron Program. Trustee Karen Waggoner made a motion for the Shultz-Holmes District Library to join the Visiting Patron Program. Trustee Christine Burtle seconded the motion and it was carried unanimously.

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

Meeting adjourned at 7:50pm.

Schultz-Holmes District Library Board Meeting Minutes December 16, 2025

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

Also present: Bob Barringer

Trustees absent:

A meeting of the Schultz-Holmes District Library Board was held on Tuesday, December 16, 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 December 16, 2025 meeting. Trustee Christine Burtle 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 November 18, 2025 Meeting. Trustee Greg Brown made a motion to approve the minutes of the November 18, 2025 Meeting. Trustee Karen Waggoner seconded the motion, and the motion carried unanimously.

President Ciara McGrane called for public comment. There was no public comment offered.

President Ciara McGrane reported that the Strategic Planning Committee met in October. The Strategic Plan is underway and the committee expects to bring it before the Board in January.

Trustee Greg Brown reported on the Building and Grounds Committee. The parking lot storm drain project is mostly complete, concrete is still needed surrounding the drain. St. Peter Church next to the library is considering repaving their parking lot as well, which could help save costs and make the properties look more cohesive if done together. The property survey is still in progress. There is interest from 2 bidders for the sign project at the front of the building.

There is no report from the Finance Committee.

There is no report from the Policy Committee.

Corresponding Secretary Shelly DeVantier reported that 1 Thank You note was written in December for Adopt-A-Magazine.

Director Barringer gave the Library Director Report. The Visiting Patron Program is going live 12/18. Director Barringer will look into tracking this in the monthly statistics reports, it will be included with ILL for now. The financial audit is underway. Workers' compensation audit will be in January. Hallway heat will be fixed soon. Director Barringer presented information on the dress code at a recent staff meeting. Staff are implementing more TikToks and they are getting a lot of engagement. The Wall Street Journal and The New York Times to the library website for patrons to use. Director Barringer is working on implementing HeritageQuest, a genealogy database that is available remotely. The library currently has Ancestry.com which is only available at the computers in the library. The borrow limits on Hoopla have been raised to 6 borrows per month per patron request.

Treasurer Greg Brown reported that Michigan CLASS earned over \$2,500 since October 1, and over \$7,000 since April 2025.

President Ciara McGrane called for a motion to approve accounts payable. Trustee Karen Waggoner moved to approve the accounts payable report. Trustee Christine Burtle seconded the motion and it was carried unanimously.

President Ciara McGrane called for a motion to approve the Resolution for the Liquor License for an upcoming Taste the State program. Trustee Greg Brown moved to approve the Resolution for the Liquor License. Trustee Blair Meads seconded the motion and it was carried unanimously.

President Ciara McGrane called for a motion to approve the proposed Board Meeting Calendar. Trustee Blair Meads made a motion to approve the proposed Board Meeting Calendar. Trustee Debra Rogers seconded the motion and it was carried unanimously.

Due to a scheduling conflict, it was proposed that the January Annual Meeting and Regular Meeting be moved to an alternate date.

Trustee Greg Brown made a motion to reschedule the January Regular Board Meeting and Annual Meeting to January 27th, 2026, with the Annual Meeting

being held at 6:30pm, and the Regular Meeting being held at 7pm. Trustee Christine Burtle seconded the motion and it was carried unanimously.

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

Meeting adjourned at 7:31pm.