

**IOSCO-ARENAC DISTRICT LIBRARY
MINUTES OF THE BOARD OF TRUSTEES REGULAR MEETING**

Place: Iosco-Arenac District Library Administrative Headquarters

Date: January 12, 2023

Present: Rick Rockwell, Sue Kingsbury, Dan Stock, Phyllis Klender, Thelma Van Brenk, Linda Eyer, Carolyn Wright, Diane Bushman and Jennifer Donner

Absent: Jerry Brown

ITEM 1. CALL TO ORDER

Chairperson Rockwell called the meeting to order at 4:30 p.m.

ITEM 2. APPROVAL OF THE AGENDA.

Director Donner requested the addition of Item 10F: New Lease for Headquarters

Klender moved and Wright seconded approval of the agenda, as amended. Motion carried.

ITEM 3. PUBLIC PARTICIPATION AND REPORTS FROM FRIENDS OF THE LIBRARY GROUPS

Director Donner reported that the Friends of the Robert J. Parks Library donated \$300 toward the 2023 Summer Reading Program. Kingsbury reported that the Tawas City Library Friends have started their "Hot Reads for Cold Nights" program.

ITEM 4. BOARD COMMENTS

None

ITEM 5. APPROVAL OF THE MINUTES OF THE NOVEMBER 10, 2022 REGULAR MEETING

Wright moved and Van Brenk seconded approval of the minutes of the November 10, 2022 Regular Meeting. Motion carried.

ITEM 6. TREASURER'S REPORT

Rockwell asked if this was the final December report. Bushman replied that the final one is issued after the annual audit which will be on February 7, 2023.

Klender moved and Eyer seconded approval of the December 31, 2022 Treasurer's Report, as presented. A roll call vote was taken as follows: Brown, absent; Rockwell, aye; Wright, aye; Stock, aye; Kingsbury, aye; Klender, aye; Van Brenk, aye; Eyer, aye. Motion carried.

ITEM 7. RATIFICATION OF BILLS

Kingsbury moved and Eyer seconded to ratify voucher #22-34 dated November 23, 2022 in the amount of \$56,164.94, voucher #22-35 dated December 8, 2022 in the amount of \$20,732.97, voucher #22-36 dated December 22, 2022 in the amount of \$31,756.99, voucher #23-01 dated January 5, 2023 in the amount of \$17,403.50 and voucher #23-02 dated January 19, 2023 in the amount of \$38,990.31. A roll call vote was taken as follows: Brown, absent; Rockwell, aye; Wright, aye; Stock, aye; Kingsbury, aye; Klender, aye; Van Brenk, aye; Eyer, aye. Motion carried.

ITEM 8. DIRECTOR'S REPORT

Director Donner reported that the District earned \$70.01 from Better World Books in 2022 and \$9.62 so far in January 2023. She said that the State Aid Report was filed on January 11, 2023. The District was required to file for a UEI number which replaces the Duns number. Even though this was required for the State Aid Report, the State of Michigan allowed the report to be filed before the UEI number was received due to the fact that many other libraries had not received their number either. Donner said that staff evaluations will be completed in February.

ITEM 9. OLD BUSINESS

9A. HORIZON, MERIT, USF AND MELCAT UPDATES

Director Donner reported that VLC is working on changing the Enterprise search screen so that item categories will be shown on tabs rather than a pull-down menu. This change is being made to make it easier for patrons to search for items. Nothing new on Merit, USF and MelCat.

9B. BOARD MEMBER APPOINTMENT REQUESTS (WRIGHT)

Director Donner reported that confirmation was received from Iosco County that Wright was reappointed on November 16, 2022 for another 4 years.

9C. MARY JOHNSTON MEMORIAL LIBRARY RENOVATIONS UPDATE

Donner said that the renovations on the Mary Johnston Memorial are done. The tree has been cut down and stump removed, the ramp has been replaced and gutters have been installed on one side of the building. She said that the staff is documenting if there are any other problem areas.

9D. SURPLUS SALE UPDATE

Director Donner reported that the District made \$480 on the surplus sale. She said that not everything was sold so she will contact non-profit organizations to see if we can give any of the remaining computers away.

9E. EVALUATION OF DISTRICT DIRECTOR

The annual evaluation of the District Director, compiled by Klender, was presented. All eight members of the Board completed the evaluation form. The Director received an overall average score of 3.56 covering six categories (4=Excellent, 3=Above Average, 2=Satisfactory, 1=Unsatisfactory). Rockwell thanked Donner, on behalf of the Board, for all of her hard work in learning her new position.

Kingsbury moved and Stock seconded to accept the evaluation of District Director Donner with Above Average to Excellent ratings in all categories. A roll call vote was taken as follows: Brown, absent; Rockwell, aye; Wright, aye; Stock, aye; Kingsbury, aye; Klender, aye; Van Brenk, aye; Eyer, aye. Motion carried.

ITEM 10. NEW BUSINESS

10A. ELECTION OF OFFICERS

Klender said that the Nomination Committee recommends the slate of officers for 2023 as follows: Chairperson, Rockwell; Vice Chair, Stock; Treasurer, Brown; and Secretary, Kingsbury. **Van Brenk moved and Wright seconded to accept and elect the slate of officers recommended by the Nomination Committee for 2023 as follows: Chairperson, Rockwell; Vice Chair, Stock; Treasurer, Brown; and Secretary, Kingsbury. Motion carried.**

10B. LETTER TO PLAINFIELD

A letter was presented to the Board to be sent to Plainfield Township informing them that their percentage of millage would be 17% of the Iosco County millage distributed to the Iosco County branch libraries in 2023. The letter indicated that the distribution amounts would again be reviewed prior to the 2024 distributions. Discussion followed.

Klender moved and Wright seconded to send the letter, as presented, to the Plainfield Township Board of Trustees. A roll call vote was taken as follows: Brown, absent; Rockwell, nay; Wright, aye; Stock, aye; Kingsbury, aye; Klender, aye; Van Brenk, aye; Eyer, aye. Motion carried.

10C. IMPROVED WORKFORCE OPPORTUNITY WAGE ACT, 2018 PA 337

Donner said that there are two bills currently tied up in court that would raise the minimum wage to \$13.03 per hour and require employers to give a minimum of one hour of sick time for every 30 hours worked. Donner will be attending two webinars to try to get questions answered regarding substitutes and other details.

Kingsbury moved and Eyer seconded to allow the District Director to take whatever steps necessary to be in compliance with the Improved Workforce Opportunity Wage Act, 2018 PA 337 and the Earned Sick Time Act, 2018 PA 338. A roll call vote was taken as follows: Brown, absent; Rockwell, aye; Wright, aye; Stock, aye; Kingsbury, aye; Klender, aye; Van Brenk, aye; Eyer, aye. Motion carried.

10D. EARNED SICK TIME ACT, 2018 PA 338

See Item 10C.

10E. REAFFIRM BOARD OF TRUSTEES BYLAWS

Donner noted that Stephanie Olson's email address had not been changed to hers.

Wright moved and Stock seconded to re-affirm the Bylaws with the Director's email change. A roll call vote was taken as follows: Brown, absent; Rockwell, aye; Wright, aye; Stock, aye; Kingsbury, aye; Klender, aye; Van Brenk, aye; Eyer, aye. Motion carried.

10F. NEW LEASE FOR HEADQUARTERS

Donner said that she discussed the need for a new 5-year lease with East Tawas City Manager, Brent Barringer. He indicated that he would look into the matter and get back with her.

ITEM 11. ITEMS FOR NEXT AGENDA.

No changes

ITEM 12. ADJOURNMENT

Chairman Rockwell adjourned the meeting at 5:20 p.m.

Respectfully submitted,

Diane Bushman
Recording Secretary