

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

Place: Iosco-Arenac District Library Administrative Headquarters

Date: November 10, 2022

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

Absent: Linda Eyer

**ITEM 1. CALL TO ORDER**

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

**ITEM 2. APPROVAL OF THE AGENDA**

**Kingsbury moved and Wright seconded approval of the agenda. Motion carried.**

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

Kingsbury reported that the Tawas City Library Friends will be sponsoring Hot Reads for Cold Nights again this winter. She said that they have cancelled the rest of their winter meetings.

**ITEM 4. BOARD COMMENTS**

Brown said that he will be leaving for Florida on December 3<sup>rd</sup>. Stock said that he is gearing up for another tax season. Klender said that the Courthouse is having another Junque Sale this weekend. Wright said that she will be having heart surgery but the exact date has not been scheduled yet. Rockwell said that he has hip surgery scheduled for January 3<sup>rd</sup>.

**ITEM 5. APPROVAL OF THE MINUTES OF THE OCTOBER 13, 2022 REGULAR MEETING**

Rockwell noted a typographical error in Item 8.

**Klender moved and Wright seconded approval of the minutes of the October 13, 2022 Regular Meeting, as amended. Motion carried.**

**ITEM 6. TREASURER'S REPORT**

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

**ITEM 7. RATIFICATION OF BILLS**

**Brown moved and Klender seconded to ratify voucher #22-31 dated October 27, 2022 in the amount of \$18,462.30, voucher #22-32 dated November 10, 2022 in the amount of \$20,487.75, and voucher #22-33 dated November 17, 2022 in the amount of \$16,042.08. A roll call vote was taken as follows: Brown, aye; Eyer, absent; Rockwell, aye; Stock, aye; Wright, aye; Kingsbury, aye; Klender, aye; Van Brenk, aye. Motion carried.**

**ITEM 8. DIRECTOR'S REPORT**

Director Donner said that the City of Omer's deadline for applications for the librarian position was November 9, 2022. They have 5-6 applicants. The City raised the pay rate for the position to \$13-15 per hour depending on experience. They started interviewing applicants on November 10<sup>th</sup>. Rockwell noted the high number of item renewals at the Plainfield and Standish libraries, as shown on the Circulation Report.

ITEM 9. OLD BUSINESS

9A. HORIZON, MERIT, USF AND MELCAT UPDATES

Director Donner reported that VLC Director Lee Martin visited her. He told her that there was supposed to be an update to Horizon in November but because of technical issues, it has been delayed to the first quarter of 2023. Donner said that we have not yet received an invoice from Merit. She has reached out to them to remind them that we need it before the end of this calendar year.

9B. BETTER WORLD BOOKS UPDATE

Director Donner reported that everything is set up with Better World Books. Four portals have been established with them (Donner, Cargo, Jacot and Bushman). Laurie Jacot has set up a process already and has filled 20 boxes with books to be sent to Better World. Michal Jacot has again posted on Facebook that people can pick up free books (ones not accepted by Better World Books). Kingsbury asked what Better World Books does with the books that we send them. Donner replied that they sell them. She said that they are kind of like an Amazon for used books.

9C. BOARD MEMBER APPOINTMENT REQUESTS (KLENDER AND WRIGHT)

Donner said that Klender has been approved by Arenac County. Iosco County said that the reappointment of Wright would be on their next agenda.

9D. MARY JOHNSTON MEMORIAL LIBRARY RENOVATIONS UPDATE

Director Donner reported that the old cement, tree and stump have been removed. The gutters have been installed. The replacement cement work is scheduled to be done next week.

ITEM 10. NEW BUSINESS

10A. AUDIT BIDS FOR 2022-2024

Donner presented the audit bid for fiscal years 2022-2024 from Stephenson & Co, PC. Only one other bid was received but it arrived after the deadline.

**Stock moved and Brown seconded to accept the audit bid for years 2022-2024 from Stephenson & Co., PC and to authorize Director Donner to sign said contract. A roll call vote was taken as follows: Brown, aye; Eyer, absent; Rockwell, aye; Stock, aye; Wright, aye; Kingsbury, aye; Klender, aye; Van Brenk, aye. Motion carried.**

10B. BOARD MEETING SCHEDULE 2023

**Wright moved and Van Brenk seconded approval of the 2023 Board Meeting Schedule, as presented. Motion carried.**

10C. 2022 AND 2023 BUDGET APPROVALS AND END OF YEAR MOTIONS

**Klender moved and Kingsbury seconded to approve the budget adjustment of the 2022 Budget, as presented. A roll call vote was taken as follows: Brown, aye; Eyer, absent; Rockwell, aye; Stock, aye; Wright, aye; Kingsbury, aye; Klender, aye; Van Brenk, aye. Motion carried.**

**Van Brenk moved and Stock seconded to approve the Wage and Benefit Plan for 2023, as presented. A roll call vote was taken as follows: Brown, aye; Eyer, absent; Rockwell, aye; Stock, aye; Wright, aye; Kingsbury, aye; Klender, aye; Van Brenk, aye. Motion carried.**

**Brown moved and Kingsbury seconded to approve the 2023 Budget, as presented. A roll call vote was taken as follows: Brown, aye; Eyer, absent; Rockwell, aye; Stock, aye; Wright, aye; Kingsbury, aye; Klender, aye; Van Brenk, aye. Motion carried.**

**Wright moved and Klender seconded to allow the District Director to line item transfer from Contingency for expenses for 2022, if needed. A roll call vote was taken as follows: Brown, aye; Eyer, absent; Rockwell, aye; Stock, aye; Wright, aye; Kingsbury, aye; Klender, aye; Van Brenk, aye. Motion carried.**

**Stock moved and Van Brenk seconded to designate any net revenues from contributors and millage to Mary Johnston Memorial Library as of December 31, 2022 to the Restricted Fund Balance: Mary Johnston Memorial Library. A roll call vote was taken as follows: Brown, aye; Eyer, absent; Rockwell, aye; Stock, aye; Wright, aye; Kingsbury, aye; Klender, aye; Van Brenk, aye. Motion carried.**

**Wright moved and Van Brenk seconded to allow the District Director to pay final bills for 2022 on the last day allowed through voucher from the County of Iosco for calendar year 2022. A roll call vote was taken as follows: Brown, aye; Eyer, absent; Rockwell, aye; Stock, aye; Wright, aye; Kingsbury, aye; Klender, aye; Van Brenk, aye. Motion carried.**

**Brown moved and Kingsbury seconded to designate unassigned fund balance as of December 31, 2022 to the following Fund Balance Assigned: Vehicle Fund \$10,000.00. A roll call vote was taken as follows: Brown, aye; Eyer, absent; Rockwell, aye; Stock, aye; Wright, aye; Kingsbury, aye; Klender, aye; Van Brenk, aye. Motion carried.**

**10D. ADULT PROGRAMMING GRANT 2023 APPLICATION**

**Wright moved and Klender seconded approval of the 2023 Adult Programming Grant Application process, as presented. Motion carried.**

**10E. PROCEDURE FOR DIRECTOR EVALUATION**

Donner asked Klender if she would consolidate the Director evaluations again this year. Klender responded in the affirmative. Evaluation forms will be mailed to all Board members and completed evaluations are to be sent to Klender no later than December 11, 2022. Results will be presented at the January 2023 Board meeting.

**10F. APPOINTMENT OF NOMINATING COMMITTEE FOR BOARD POSITIONS**

Chairperson Rockwell appointed Klender and Eyer to the Nominating Committee.

**ITEM 11. ITEMS FOR NEXT AGENDA**

Add: Letter to Plainfield Township

**ITEM 12. ADJOURNMENT**

Chairperson Rockwell adjourned the meeting at 5:05 pm

Respectfully submitted,

Diane Bushman  
Recording Secretary