

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

Place: Iosco-Arenac District Library Administrative Headquarters
Date: April 13, 2023
Present: Sue Kingsbury, Phyllis Klender, Linda Eyer, Dan Stock, Rick Rockwell, Thelma Van Brenk, Jennifer Donner and Diane Bushman
Absent: Jerry Brown and Carolyn Wright

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 Trustee

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

**ITEM 3. PUBLIC PARTICIPATION AND REPORTS FROM FRIENDS OF THE LIBRARY GROUPS -
AUDIT PRESENTATION FROM STEPHENSON & COMPANY, PC**

Ben Katterman from the accounting firm of Stephenson & Company, PC presented the Auditor's Report for the year ended December 31, 2022. The District Library received an Unmodified Opinion, which is the highest possible rating. Kingsbury reported that the Tawas City Library has new carpeting and painting as well as new doors. The books were stored in a semi-trailer during the process and with the help of Janice, Luann and 12 members of the TCLF Friends they have now been reshelved. Kingsbury said that the Tawas City Library Friends will help with the Author Fair in June. They gave out seed packets to patrons for National Library Week. Klender reported that Standish is doing a Mini-canvas Art Contest. Their Friends talked about programs and the Loyalty Day parade. They also donated two baskets to the Art Council's fundraising auction.

ITEM 4. BOARD COMMENTS

Stock reported that tax season is over. Klender said that a judge that formerly presided in Ye Olde Courthouse in Omer is going to visit.

ITEM 5. APPROVAL OF THE MINUTES OF THE FEBRUARY 9, 2023 REGULAR MEETING

Van Brenk moved and Eyer seconded approval of the minutes of the February 9, 2023 Regular Meeting. Motion carried.

ITEM 6. TREASURER'S REPORT

Stock moved and Klender seconded approval of the March 31, 2023 Treasurer's Report. A roll call vote was taken as follows: Brown, absent; Eyer, aye; Rockwell, aye; Wright, absent; Stock, aye; Kingsbury, aye; Klender aye; Van Brenk, aye. Motion carried.

ITEM 7. RATIFICATION OF THE BILLS

Kingsbury moved and Van Brenk seconded ratification of voucher #23-06 dated February 16, 2023 in the amount of \$17,460.95, voucher #23-07 dated March 2, 2023 in the amount of \$19,950.88, voucher #22-08 dated March 16, 2023 in the amount of \$38,359.34, voucher #23-09 dated March 30, 2023 in the amount of \$20,863.71, voucher #23-10 dated April 13, 2023 in the amount of \$17,778.94, and voucher #23-11 dated April 20, 2023 in the amount of \$369,078.00. A roll call vote was taken as follows: Brown, absent; Eyer, aye; Rockwell, aye; Wright, absent; Stock, aye; Kingsbury, aye; Klender aye; Van Brenk, aye. Motion carried.

ITEM 8. DIRECTOR'S REPORT

Director Donner had nothing new to add to her written report. Rockwell noted that circulation numbers continue to rise after COVID. Donner added to the Technology Report with a comment that the Microsoft software update has approved the District's application. The estimated rate will be approximately \$15 per month.

ITEM 9. OLD BUSINESS

9A. HORIZON, MERIT, USF AND MELCAT UPDATES

Director Donner reported the new date for the Horizon update is July 4, 2023.

9B. ADULT PROGRAM GRANT APPLICATIONS

Director Donner presented several adult program applications as follows: PLAINFIELD - \$625 for Gardening for Bees!; TAWAS CITY - \$1,994 for Native American Boarding School Era with Rochelle Ettawageshik; STANDISH - \$325 for Essential Oils with Susan Wright, \$550 for Napoleon of Lumber with Ric Mixer and \$250 for History of the Soo Locks with Michelle Briggs; OMER - \$840 for Briny Depths with Ric Mixer and \$840 for Christmas Tree Ship with Ric Mixer. The cost of all programs presented is \$5,424. **Kingsbury moved and Van Brenk seconded approval of adult program requests from Plainfield for \$625, Tawas City for \$1,994, Standish for \$1,125, and Omer for \$1,680, totaling \$5,424. A roll call vote was taken as follows: Brown, absent; Eyer, aye; Rockwell, aye; Wright, absent; Stock, aye; Kingsbury, aye; Klender aye; Van Brenk, aye. Motion carried.**

9C. STATE HISTORICAL NEWSPAPER DATABASE UPDATE

Director Donner reported that the representative for the State Historical Newspaper Database said that they only have three or four Michigan newspapers in their database. All of these are larger newspapers from downstate. Donner told the representative that we were not interested at this time.

ITEM 10. NEW BUSINESS

10A. ANNUAL REPORT FOR 2023 PRESENTATION

Director Donner presented the 2023 Annual Report. The Board verbally approved it, as presented.

10B. ACCEPTANCE OF THE AUDIT FOR FISCAL YEAR 2022

Klender moved and Eyer seconded acceptance of the Iosco-Arenac District Library Audit Report for the year ended December 31, 2022, as presented by Ben Katterman of the accounting firm of Stephenson & Company, PC. A roll call vote was taken as follows: Brown, absent; Eyer, aye; Rockwell, aye; Wright, absent; Stock, aye; Kingsbury, aye; Klender aye; Van Brenk, aye. Motion carried.

10C. ALL-LIBRARIAN MEETING

Donner reported that she had a meeting for all branch library staff (excluding substitutes) on April 12, 2023. Representatives from all branches attended except Omer and Plainfield. Kari Besancon from East Tawas gave a report on her findings with doing an inventory using Horizon. Donner said that she would like to do a district wide inventory this fall. East Tawas, Tawas City and Oscoda found out that they have the same "problem" patron. There was discussion on what to do if the librarian is alone when a problem patron comes into the library. Donner asked if any of the cities/townships have an active shooter policy. She would like to set one up, but doesn't want to cause confusion with conflicting instructions. She said that grants are available for this. Donner talked about future plans for the District. East Tawas mentioned an interest in a coin/card operated copier. Donner said that it was a very good meeting.

10D. APRIL MILLAGE DISTRIBUTION

Stock moved and Klender seconded approval of distribution of millage funds to the units of government with library branches (Standish funds to be distributed in the form of a journal entry) in the amount of \$366,797.95 in accordance with the formula approved by the Board of Trustees at the

February 10, 2022 Board meeting, as presented. A roll call vote was taken as follows: Brown, absent; Eyer, aye; Rockwell, aye; Wright, absent; Stock, aye; Kingsbury, aye; Klender aye; Van Brenk, aye. Motion carried.

10E. MARY JOHNSTON MEMORIAL LIBRARY UPDATES

Director Donner said that there is a fund balance for the Standish library. She plans to use part of it to finish the gutters on the building. Elizabeth Hartman is in contact with the contractor that installed the gutters on one side of the building last year to get a quote to finish the building. The Standish city manager is aware of this project. Donner is looking into replacing the security cameras that are about 10 years old. She would like to replace the exterior ones plus install 2 or 3 inside. Standish has been having problems with AT&T in regards to their phone. Between service issues and ever increasing rates, Donner would like to change them to a TelNet system this September.

10F. NEW TRUSTEE

Donner said that Carolyn Wright has indicated that she would like to resign from the District Board of Trustees due to health issues. Donner has been in contact with Susan Synowiec, a member of the Whittemore Friends of the Library. Synowiec is very interested in serving on the Board. Donner will arrange for all paperwork to be filed to accomplish this change.

ITEM 11. ITEMS FOR NEXT AGENDA

Add: New Trustee

ITEM 12. ADJOURNMENT

Chairperson Rockwell adjourned the meeting at 5:30 pm

Respectfully submitted,

Diane Bushman
Recording Secretary

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