

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

Place: AuGres Community Library

Date: May 11, 2017

Present: Dan Stock, Phyllis Klender, Rick Rockwell, Linda Eyer, Jerry Brown, Sue Kingsbury, Stephanie Olson and Diane Bushman

Absent: Karen Strughold and Carolyn Wright

**ITEM 1. CALL TO ORDER**

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

**ITEM 2. APPROVAL OF THE AGENDA**

**Klender moved and Rockwell seconded approval of the agenda. Motion carried.**

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

Klender reported that fifteen children participated in the Bookworm reading contest sponsored by the Friends of the Mary Johnston Memorial Library. She said that the Friends are discussing the future of large booksales because they are so labor intensive, but they are thinking about having smaller booksales at the concerts at the Depot. She said that landscape work has started at the library. Klender said that the Gordon Lightfoot Tribute program will be on June 13, 2017. Kingsbury reported that the Tawas City Library Friends have approved the purchase of bookcases that match the library décor. She said that the booksales at the Farmers Market are set for this summer.

**ITEM 4. BOARD COMMENTS**

Brown said that it's nice to be back. Klender said that Ye Olde Courthouse collected \$8,740 for Give Local Bay with matching funds that are over \$13,000. Kingsbury said that she saw JoAn Michalke and that she is doing well. Klender went to visit Hilde and said that she is healing nicely. Stock said that Huron Shores Genealogical Society is planning a kid's camp in June.

**ITEM 5. APPROVAL OF THE MINUTES OF THE APRIL 13, 2017 REGULAR MEETING**  
**Rockwell moved and Brown seconded approval of the minutes of the April 13, 2017 Regular Meeting. Motion carried.**

**ITEM 6. TREASURER'S REPORT**

**Brown moved and Klender seconded approval of the April 30, 2017 Treasurer's Report. A roll call vote was taken as follows: Brown, aye; Eyer, aye; Rockwell, aye; Wright, absent; Stock, aye; Kingsbury, aye; Strughold, absent; Klender, aye. Motion carried.**

**ITEM 7. RATIFICATION OF BILLS**

**Rockwell moved and Brown seconded ratification of voucher #17-12 dated April 20, 2017 in the amount of \$15,229.46, voucher #17-13 dated May 4, 2017 in the amount of \$24,963.52, and voucher #17-14 dated May 18, 2017 in the amount of \$23,754.05. A roll call vote was taken as follows: Brown, aye; Eyer, aye; Rockwell, aye; Wright, absent; Stock, aye; Kingsbury, aye; Strughold, absent; Klender, aye. Motion carried.**

## ITEM 8. DIRECTOR'S REPORT

Director Olson said that she will be making her annual report to the Arenac County Commissioners on May 23, 2017. She said that she already presented her report to the Iosco County Commissioners. Olson said that she will be participating in a health insurance webinar on May 16, 2017. The Michigan Library Association will be offering a group health insurance plan for members and she hopes to get more information from this webinar.

## ITEM 9. OLD BUSINESS

### 9A. HORIZON, MERIT, USF AND MELCAT UPDATES

Director Olson reported that Charter arrived at Plainfield to install a patch panel in preparation for fiber. She said that the USF deadline for all forms is May 11, 2017 and that all of our forms are in, filed and certified. Nothing new on Horizon and MelCat.

### 9B. AD HOC SPACE PLANNING UPDATE AND SCHEDULE METING

Olson said that she had a meeting with East Tawas City Manager Blinda Baker. She said that they discussed some issues with the outside of the building and Olson went over plans for remodeling the inside. Olson said that she will be making a report for Baker to present to her city council. This report will include minor electrical upgrades, lighting upgrades, new carpeting, painting, and window treatments. These interior upgrades will be paid for by the District along with new furniture for staff. Olson requested a meeting of the Ad Hoc Space Planning Committee on June 6, 2017 at 3:00 pm.

### 9C. PERSONNEL POLICY MANUAL DRAFT REVIEW

Director Olson distributed a draft copy of the Personnel Policy Manual. She had some additional comments and/or questions. On page 17 she added language to limit the accumulation of annual leave to a twelve-month period unless approved by the Director, and the Director would be limited to accumulation of 180 hours per year unless approved by the Board. On page 10, Item IV(b), Line 2 she added "full-time" before "employees". On page 21 she questioned if full-time employees on Medicare with outside supplemental health insurance should still receive quarterly compensation. Rockwell suggested she contact Tawas Bay Agency and pose the question to them. On page 25 Olson deleted the first sentence under item VII. She will add exhibits of an "Acknowledgment and Acceptance of Duties and Responsibilities" for volunteers and the "Library Privacy Act". Rockwell suggested that the Board review the longevity rates paid to staff to make sure that they are in line with rates paid by Iosco and Arenac counties. Director Olson asked the Board to review the policy manual and contact her with any questions, comments and/or corrections.

### 9D. GREAT EMOJI LIBRARY CHALLENGE RESULTS

Bushman distributed a report on the results of the Great Emoji Library Challenge. Bushman reported that the program was well received and people said that they enjoyed the challenges. She said that there were 64 valid entries and 15 prizes awarded. All prize recipients were pleased with their prizes. The number of new library cards issued in April 2017 increased by almost 20% over April 2016.

## ITEM 10. NEW BUSINESS

### 10A: SURPLUS SALE PLAN

Director Olson reported that Cargo and Bushman have been busy compiling a list of items for the Surplus Sale. There will be a lot of used computers. Olson and Bushman will be meeting next week to make a list of all of the other items, including furniture. She said that everything should be ready by the week of May 29, 2017 to announce the sale. The public will have approximately two weeks to

submit bids. Olson said that there is one desk that has to be disconnected from electrical and cabling before it can be moved and she is having a hard time getting the electrician in to do the work. Bushman suggested that the desk be included in the sale with the disclaimer that it will not be available to the successful bidder until the electrical is disconnected.

#### ITEM 11. ITEMS FOR NEXT AGENDA

Add: Retreat Planning

#### ITEM 12. ADJOURNMENT

**Klender moved and Brown seconded to adjourn this meeting at 5:35 p.m. Motion carried.**

Respectfully submitted,

Diane Bushman  
Recording Secretary