

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

Place: East Tawas Library

Date: May 12, 2022

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

Absent: None

**ITEM 1. CALL TO ORDER**

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

**ITEM 2. APPROVAL OF THE AGENDA**

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

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

Fred Lewis, Plainfield Township Supervisor was present. Mr. Lewis said that he was there in response to Plainfield's cut in percentage of millage they receive. He said that he was confused as to why there was a cut and why he was not informed of it in advance. He said that in February 2020 there was a meeting with the District Director and representatives of the units of government and it was decided to keep the distribution percentages the same. Rockwell said that he would have the ad hoc committee get back together and re-evaluate. Lewis asked if the units of government would have any input. Rockwell said that Lewis was getting his input at this meeting. Director Donner said that this issue was first talked about and recorded in the minutes at the November 2019 Board meeting. At that time District Director Olson felt that this issue should be reviewed every couple of years because at that time (prior to COVID) Plainfield was cutting their hours. Lewis said that they took away the Saturday hours. Kingsbury said that by taking away the Saturday hours, Plainfield is only open from 9:00 to 4:00 Monday-Friday, which means that they only serve retirees and people that do not work outside of the home. She noted that every other branch is open some Saturday and/or evening hours so that they can serve the entire community. She suggested that if funding is an issue that he close the library on one weekday so that he can offer weekend and/or evening hours for working people and parents that would like to take their school-age children to the library. Lewis said that he would like better communication. Rockwell reiterated that the ad hoc committee would get back together and discuss this issue.

Klender said that she gave Donner a sheet of Arenac County programs and asked if it could be typed into a half-page sheet to hand out at campgrounds and other such places. Kingsbury said that the Tawas City Library Friends just started having meetings again. They plan on having a booksale on library property on the second Saturday of June, July, August and possibly September. Stock said that the Friends of the Robert J. Parks Library will be participating in Art on the Beach again on the last weekend of June.

**ITEM 4. BOARD COMMENTS**

Van Brenk said that, as a new member of the Strategic Planning Committee, she would like to know what a strategic plan is and where we are going with it. Donner said that for the next few months she will be focused on the millage renewal and work on a strategic plan will be postponed. Wright would like to know when the Plainfield Friends of the Library will start meeting again. Donner said that their meeting is soon. She will get the exact date and let Wright know.

**ITEM 5. APPROVAL OF THE MINUTES OF THE APRIL 14, 2022 REGULAR MEETING  
Kingsbury moved and Van Brenk seconded approval of the minutes of the April 14, 2022 Regular Meeting. Motion Carried**

**ITEM 6. TREASURER'S REPORT**

**Wright moved and Brown seconded approval of the April 30, 2022 Treasurer's Report. A roll call vote was taken as follows: Brown, aye; Eyer, aye; Rockwell, aye; Wright, aye; Stock, aye; Kingsbury, aye; Van Brenk, aye; Klender, aye. Motion carried.**

**ITEM 7. RATIFICATION OF BILLS**

**Brown moved and Kingsbury seconded ratification of voucher #22-12 dated April 28, 2022 in the amount of \$22,066.24, voucher #22-13 dated May 12, 2022 in the amount of \$17,345.65, and voucher #22-14 dated May 19, 2022 in the amount of \$22,494.72. A roll call vote was taken as follows: Brown, aye; Eyer, aye; Rockwell, aye; Wright, aye; Stock, aye; Kingsbury, aye; Van Brenk, aye; Klender, aye. Motion carried.**

**ITEM 8. DIRECTOR'S REPORT**

Director Donner reported that East Tawas City Manager, Brent Barringer's wife passed away suddenly this week. She feels that we should send condolences. She said that if anybody would like to make a donation, let her know. Donner said that she scheduled a couple more meetings with units of government. She is using these meetings as an opportunity to talk about the millage renewal as well as introduce herself. Donner said that the Northern Archaeology program had 32 attendees of all ages. She feels that this is a good sign that people are starting to get out and enjoy themselves again.

**ITEM 9. OLD BUSINESS**

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

Director Donner said that VLC voted to upgrade the Horizon hardware (servers, etc.). This will hopefully be done this fall if they can get all of the necessary parts. This upgrade should not affect us. She said that we received our approval for e-rate from USF for 3-5 years.

**9B. QUICKBOOK SUBSCRIPTION**

Bushman said that when she actually signed up for the QuickBooks subscription, the original price quoted of \$1,755 per year was reduced to \$1,365 per year due to a discount that we qualified for.

**9C. HIRING NEW ADMINISTRATIVE ASSISTANT/BOOKKEEPER**

Donner said that we received eleven applications. Five people were picked to interview. Donner plans to make a decision after the final interview next Tuesday.

**9D. MILLAGE RENEWAL UPDATE**

Donner said that she has been handing out the Millage Renewal FAQ sheets at her meeting with the units of government. She will start sending these information sheets to the branches in early June. She said that she was on the front page of the Arenac County Independent after talking about the millage renewal to the City of AuGres.

**9E. MARY JOHNSTON MEMORIAL LIBRARY UPDATES**

Director Donner said that, as of yesterday, the Standish City Manager still doesn't have any updates on the 2% grant status. She said that last weekend somebody backed into the wooden fence around the

drainage ditch. Donner sent pictures to the Standish City Manager and the fence was fixed by the next day.

#### ITEM 10. NEW BUSINESS

##### 10A. SCHEDULE SURPLUS SALE

Donner said that a surplus sale has been scheduled to start on May 23, 2022 with a bid deadline of 4:00 pm on June 2, 2022. Most of the items to be sold are computers and servers.

##### 10B. DELIVERY VEHICLE PURCHASING DISCUSSION

Director Donner said that we just had to put a large amount of money into repairing the delivery van. She said that in this day and age there is no way we will be able to buy a new vehicle right off of the lot and there is nothing available through the various Michigan fleet services where bids are taken by the service. Donner said that our policy manual says that any purchases over \$10,000 require sealed bids. However, with the current economic situation Donner is requesting Board approval to bypass the bid process and just order a vehicle that meets our needs. Even then it will probably take a minimum of 10-12 months for delivery of the vehicle. Van Brenk asked if there is a precedent for suspending the bid policy. Rockwell said not too much, but in this difficult economic environment for purchasing vehicles, it would be a good idea. The District Director has been trying to find a new vehicle for twelve to eighteen months and has been unable to find anything. Donner said that she doesn't want to put any more money into this vehicle except to ensure safety of the driver. Rockwell suggested looking at vehicles that fit our needs with two or three dealers and ask if we can get a Free-on-Board price.

**Wright moved and Klender seconded approval to suspend the bid policy and to authorize the District Director use due diligence for the purpose of ordering and purchasing a new delivery. A roll call vote was taken as follows: Brown, aye; Eyer, aye; Rockwell, aye; Wright, aye; Stock, aye; Kingsbury, aye; Van Brenk, aye; Klender, aye. Motion carried.**

#### ITEM 11. ITEMS FOR NEXT AGENDA

There was Board discussion about how to move forward with the Plainfield millage distribution situation. The previous ad hoc committee had only two members and it was decided that three members were needed. Chairperson Rockwell appointed Wright to the committee.

Add: Millage Ad Hoc Committee Report

Plainfield Discussion

Administrative Assistant/Bookkeeper Position Report

Millage Renewal Discussion

Delivery Vehicle Update

Surplus Sale Results

#### ITEM 12. ADJOURNMENT

Chairperson Rockwell adjourned the meeting at 5:41.

Respectfully submitted,

Diane Bushman  
Recording Secretary