

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

Place: Omer Little Eagles Nest Library

Date: June 8, 2017

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

Absent: None

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 Eyer seconded approval of the agenda. Motion carried.

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

Klender reported that the garden maintenance for the Mary Johnston Memorial Library is finished and that the gardens look very nice. She said that the Friends will be selling used books at the concert series at the Depot this year, rather than have the large, labor-intensive booksales. Klender reminded everyone that the Gordon Lightfoot Tribute program will be on June 13, 2017. Kingsbury reported that the Tawas City Library Friends also cleaned the library gardens. She said that they will be purchasing some bookshelves to match the existing furniture in the library. She said that the City of Tawas City will be updating the bathrooms and painting the library. Kingsbury said that the Friends will be having a booksale at the Farmer's Market on July 8, 2017. Stock reported that the Friends of the Robert J. Parks will be having a booksale at Art on the Beach on June 24-25, 2017.

ITEM 4. BOARD COMMENTS

Klender said that Ye Olde Courthouse made over \$3,000 at their rummage sale. Stock said that Huron Shores Genealogy Society will be having a kids genealogy camp in mid-June for children aged 9-12.

ITEM 5. APPROVAL OF THE MINUTES OF THE MAY 11, 2017 REGULAR MEETING

Brown moved and Wright seconded approval of the minutes of the May 11, 2017 Regular Meeting. Motion carried.

ITEM 6. TREASURER'S REPORT

Brown moved and Stock seconded approval of the May 31, 2017 Treasurer's Report. A roll call vote was taken as follows: Brown, aye; Eyer, aye; Rockwell, aye; Wright, aye; Stock, aye; Kingsbury, aye; Strughold, aye; Klender, aye. Motion carried.

ITEM 7. RATIFICATION OF BILLS

Brown moved and Klender seconded ratification of voucher #17-15 dated May 18, 2017 in the amount of \$15,326.85, voucher #17-16 dated June 1, 2017 in the amount of \$15,391.67, and voucher #17-17 dated June 15, 2017 in the amount of \$21,048.12. A roll call vote was taken as follows: Brown, aye; Eyer, aye; Rockwell, aye; Wright, aye; Stock, aye; Kingsbury, aye; Strughold, aye; Klender, aye. Motion carried.

ITEM 8. DIRECTOR'S REPORT

Director Olson said that she has always encouraged the branch librarians to periodically report library news and happenings to their unit of government. She passed around a copy of the report that Whittemore librarian Kathy Gibson made to the Whittemore City Council. Olson said that it was a very positive report and that the City Council loved it. Olson passed around a report from Kay Dunker at Valley Library Consortium showing the 2014-2016 annual circulation for all member libraries of VLC. Olson also passed around an Overdrive

report prepared by Bryon Sitler of White Pine Library Cooperative. This report shows the number of registrants and checkouts for the current year and since the date that Overdrive came online with WPLC.

ITEM 9. OLD BUSINESS

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

Director Olson reported we are waiting for a response from USF. She said that there is nothing new to report on Horizon, Merit and MelCat.

9B. AD HOC SPACE PLANNING COMMITTEE UPDATE

Director Olson said that the committee walked around the inside of the building and looked at everybody's spaces. The staff members have all completed their "wants & needs" worksheets. Olson said that renovations will start with the empty space at the back of the building. When completed staff members that will occupy that space will be moved which will empty their old offices to be renovated. Renovation will continue in stages until all areas are complete. Olson said that she is still trying to make contact with a licensed electrician to update lighting and add or replace plugs and switches. Olson feels that future committee comments and work can be handled by email.

9C. PERSONNEL POLICY MANUAL APPROVAL

Director Olson said that she just received from a Board member some changes for the Personnel Policy Manual in her email. Most of the recommendations were for clarity. There was a discussion on the clarity of volunteers accepting gifts. It was agreed to add the term "non-monetary" to the sentence.

Stock moved and Wright seconded approval of the Personnel Policy Manual, as amended. A roll call vote was taken as follows: Brown, aye; Eyer, aye; Rockwell, aye; Wright, aye; Stock, aye; Kingsbury, aye; Strughold, aye; Klender, aye. Motion carried.

ITEM 10. NEW BUSINESS

10A. MEDICARE AND DISTRICT HEALTH INSURANCE

Director Olson said that she received a template of the Letter of Credible Coverage from Tawas Bay Agency. It had to be retyped in order to fill in the blanks. Olson said that this letter appears to state that the District does not currently provide credible coverage and she doesn't know why. She said that she will contact Tawas Bay Agency in order to get an answer to this question and others. Olson said that the District currently pays a quarterly "in-lieu" stipend to any eligible full-time employee that does not take advantage of the health insurance coverage provided by the District. The original reasoning behind this stipend is that it would help the employee(s) with their health insurance costs while still saving the District the more expensive cost of providing full health coverage for the employee. Olson's question to the Board is if this stipend should still be paid to full-time employees on Medicare with supplemental insurance other than the District health plan. After discussion it was decided that this stipend should continue for full-time employees going on Medicare. **Rockwell moved and Eyer seconded continuance of the quarterly \$500 "in-lieu" stipend for all eligible full-time staff that opt out of the District's health insurance plan. A roll call vote was taken as follows: Brown, aye; Eyer, aye; Rockwell, aye; Wright, aye; Stock, aye; Kingsbury, aye; Strughold, aye; Klender, aye. Motion carried.**

10B. RETREAT PLANNING DISCUSSION

Director Olson said that she would like to start planning a District-wide retreat. She would like to get all branch staff (including substitutes), all Headquarters staff, the Board and a representative from each unit of government involved in this activity. In order to accomplish this, all branch libraries would have to be closed that day. Eyer asked what would be the goal of this retreat. Olson said she would like to see this as a tool for strategic planning, not for policy. She feels that most people don't read the Strategic Plan that is revised and distributed periodically. Eyer feels that it would be difficult to accomplish anything with this large of a group. Olson realizes that it would have to be a professionally facilitated meeting. Strughold feels that there should be a limited focus considering the large group. It was suggested that it start with all staff from each branch meeting with a representative (or representatives) from their unit of government to come up with goals

for their branch, then have one spokesperson from each of these meetings (preferably the Branch Manager) get together with the Headquarters staff and District Board of Trustees to come up with District-wide goals. Brown suggested developing a survey or list of talking points to give direction to these smaller groups. Olson said that she would like surveys to be given to each staff person ahead of time so that they would have time to think about the issues before attending any meetings. Kingsbury suggested that the first thing to do would be to come up with a list of questions. Olson said that she would like to have the units of government help by making the meetings mandatory for all of their staff. Olson said that she would welcome any Board suggestions and ideas on what questions or topics should be on the survey. Kingsbury suggested that the whole process start with Olson submitting her list of questions to the Board by email when she has compiled them.

ITEM 11. ITEMS FOR NEXT AGENDA.

Add: Update on Credible Coverage Letter

ITEM 12. ADJOURNMENT

Brown moved and Rockwell seconded to adjourn this meeting at 5:44 p.m. Motion carried.

Respectfully submitted,

Diane Bushman
Recording Secretary