

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

Place: Iosco-Arenac District Library Administrative Headquarters

Date: January 11, 2024

Present: Rick Rockwell, Sue Kingsbury, Dan Stock, Thelma Van Brenk, Linda Eyer, Susan Synowiec, Diane Bushman and Kari Besancon

Absent: Jerry Brown and Phyllis Klender

ITEM 1. CALL TO ORDER

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

ITEM 2. APPROVAL OF THE AGENDA.

Director Besancon requested the addition of Item 10D: New Copier Lease

Van Brenk moved and Synowiec seconded approval of the agenda, as amended. Motion carried.

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

Director Besancon reported that the Tawas City Library Friends discussed their upcoming Viola Shipman program. She said that all Shipman books have been rerouted to the Tawas City Library in preparation for this event and made available to only District patrons. They have started their “Hot Reads for Cold Nights” program which will go until March 30th. They have smaller weekly drawings and a grand drawing at the end of the program. Kingsbury said that the Tawas City librarian is going to invest in children and adult magazines over and above what the District provides. Besancon said that the Friends of the Robert J. Parks Library had a quilt sale in 2023 and raised \$740. They will do it again in 2024. The library and manager Robin Savage was featured in a PBS special about Wurtsmith Air Force Base. The grand-nephew of Robert Parks said that he is going to donate a large portion of his uncle’s book collection to the Parks library. This collection will be available only to District patrons. Besancon reported that Stock and Kingsbury will again be preparing income taxes through AARP. They will be in Oscoda on Thursdays and East Tawas on Tuesdays. Synowiec reported that the Friends of the Whittemore Library had some events for kids over the Christmas break.

ITEM 4. BOARD COMMENTS

None

ITEM 5. APPROVAL OF THE MINUTES OF THE NOVEMBER 12, 2023 REGULAR MEETING

Stock moved and Van Brenk seconded approval of the minutes of the November 12, 2023 Regular Meeting. Motion carried.

ITEM 6. TREASURER’S REPORT

Bushman noted that this was a preliminary report. The final report will be distributed after the annual audit.

Kingsbury moved and Synowiec seconded approval of the December 31, 2023 Treasurer's Report, as presented. A roll call vote was taken as follows: Brown, absent; Rockwell, aye;

Synowiec, aye; Stock, aye; Kingsbury, aye; Klender, absent; Van Brenk, aye; Eyer, aye. Motion carried.

ITEM 7. RATIFICATION OF BILLS

Eyer moved and Van Brenk seconded to ratify voucher #23-34 dated November 22, 2023 in the amount of \$18,711.28, voucher #23-35 dated December 7, 2023 in the amount of \$22,615.21, voucher #23-36 dated December 21, 2023 in the amount of \$39,673.46, voucher #24-01 dated January 4, 2024 in the amount of \$20,077.33 and voucher #24-02 dated January 18, 2024 in the amount of \$53,047.52. A roll call vote was taken as follows: Brown, absent; Rockwell, aye; Synowiec, aye; Stock, aye; Kingsbury, aye; Klender, absent; Van Brenk, aye; Eyer, aye. Motion carried.

ITEM 8. DIRECTOR'S REPORT

Director Besancon had no additions to her written report. Rockwell noted the increase in circulation in 2023.

ITEM 9. OLD BUSINESS

9A. HORIZON, MERIT, USF AND MELCAT UPDATES

Director Besancon reported that the court case alleging that USF discounts are unconstitutional will be going to the Supreme Court. She said that BiblioCommons is being fast-forwarded. VLC is hoping that it will be up and running by March.

9B. SURPLUS SALE UPDATE

Director Besancon reported that all but six computers sold. The total income for this sale was \$396.04.

9C. BUILDING UPDATE

Besancon reported that Synowiec, Stock, Cargo, Bushman and herself looked at two buildings that are for sale. One was too small and the other one received an offer from another party soon after touring it. She said that the City of East Tawas hired a surveyor and appraiser to evaluate the 120 W. Westover building. After studying the current lease, both Besancon and Bushman felt that something wasn't right so Besancon sent both the current lease and the lease proposed by the East Tawas City Manager to our attorneys. Attorney Scott Hogan said that our current (2014) lease is in effect until July 2028. If the City had wished to terminate the lease, they were required to give the District written notice no less than one year prior to termination. The attorneys also gave Besancon a written opinion that says that because the City and District are "partners" in the endeavor of providing a library to the city residents, that the City is allowed by law to sell the building to the District for as little as \$100. If the City does decide to sell the building, they District has the right of first refusal.

9D. POLICY/PERSONNEL COMMITTEE UPDATE

Kingsbury said that they evaluated the current policy manual for the Standish Branch Library. They determined that it needs a lot of updates (cash handling, patron behavior, etc.). Kingsbury and Synowiec made list of suggested changes and submitted them to Besancon.

9E. MILLAGE AD HOC COMMITTEE UPDATE

A meeting will be scheduled for January. Date to be determined.

ITEM 10. NEW BUSINESS

10A. ELECTION OF BOARD OF TRUSTEES OFFICERS

Eyer said that the Nominations Committee recommends the slate of officers for 2024 as follows: Chairperson, Rockwell; Vice Chair, Stock; Treasurer, Brown; and Secretary, Van Brenk. **Kingsbury moved and Eyer seconded to accept and elect the slate of officers recommended by the Nomination Committee for 2024 as follows: Chairperson, Rockwell; Vice Chair, Stock; Treasurer, Brown; and Secretary, Van Brenk. Motion carried.**

10B. EVALUATION OF DISTRICT DIRECTOR

The annual evaluation of the District Director, compiled by Klender, was presented. Seven out of eight members of the Board completed the evaluation form. The Director received an overall average score of 3.35 covering six categories (4=Excellent, 3=Above Average, 2=Satisfactory, 1=Unsatisfactory).

Synowiec moved and Van Brenk seconded to accept the evaluation of District Director Besancon with Above Average to Excellent ratings in all categories. Motion carried.

10C. ADULT PROGRAMMING GRANT REQUESTS

Besancon presented a adult program grant request from Tawas City. They request \$2,000 to bring in author Viola Shipman. The actual program will cost \$5,000 to be paid as follows: \$500 from the Tawas City Friends, a \$2,000 District grant and \$2,500 from the District's adult programming budget.

Stock moved and Synowiec to approve an adult programming grant to the Tawas City Library in the amount of \$2,000 for author Viola Shipman. A roll call vote was taken as follows: Brown, absent; Rockwell, aye; Synowiec, aye; Stock, aye; Kingsbury, aye; Klender, absent; Van Brenk, aye; Eyer, aye. Motion carried.

10D. NEW COPIER LEASE

Director Besancon said that Cargo, Bushman and herself talk with Scott Flynn from Image Business Solutions about the possibility of leasing coin-operated copiers for the Oscoda, East Tawas and Standish branches, in addition to a new copier for Headquarters whose current lease expires in February 2024. Because the prices were higher than expected for the coin-operated machines and due to space limitations, it was decided to only lease one for the Oscoda branch. If it works out well there, they can be considered for other branches in the future. The cost for the Headquarters copier came in at a similar expense as the current lease. The total expense for the two machines falls within the 2024 budget for copier leases.

ITEM 11. ITEMS FOR NEXT AGENDA.

No changes

ITEM 12. ADJOURNMENT

Chairman Rockwell adjourned the meeting at 5:30 pm

Respectfully submitted,

Diane Bushman
Recording Secretary

