

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

Place: Iosco-Arenac District Library Administrative Headquarters

Date: November 9, 2023

Present: Jerry Brown, Rick Rockwell, Sue Kingsbury, Dan Stock, Linda Eyer, Susan Synowiec, Phyllis Klender, Thelma Van Brenk, Kari Besancon 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

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

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

Synowiec reported that the Friends of the Whittemore Library participated in Trunk or Treat at the Whittemore Speedway. There were over 700 people there. Kingsbury said that the Tawas City Library Friends will again be offering Bookshelf Bingo in January. The Friends talked about collaborating with Wood at Headquarters to bring in a Michigan author. They are trying to schedule this program for May 2024. Klender reported that Omer had over 60 attendees at both their Ric Mixter programs, Briny Depths and Christmas Tree Ship.

ITEM 4. BOARD COMMENTS

None

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

Klender moved and Stock seconded approval of the minutes of the October 12, 2023 Regular Meeting. Motion carried.

ITEM 6. TREASURER'S REPORT

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

ITEM 7. RATIFICATION OF BILLS

Brown moved and Synowiec seconded to ratify voucher #23-31 dated October 26, 2023 in the amount of \$44,095.61, voucher #23-32 dated November 9, 2023 in the amount of \$28,035.09, and voucher #23-33 dated November 16, 2023 in the amount of \$10,707.90. A roll call vote was taken as follows: Brown, aye; Eyer, aye; Rockwell, aye; Stock, aye; Synowiec, aye; Kingsbury, aye; Klender, aye; Van Brenk, aye. Motion carried.

ITEM 8. DIRECTOR'S REPORT

Eyer asked if OverDrive is the same as Libby. Besancon replied that they are the same. Besancon said that our District has the highest number of new OverDrive users in VLC. Rockwell asked about the budget increase of Digital Resources and decrease of Adult and Children Books. Besancon said that this is because of the increase in the number of digital users. Director Besancon said that she had a long conversation with the gentleman involved with the situation at the Standish library. She said that this conversation ended amicably. The Board discussed the sharp increase in WiFi users since the system was upgraded in 2021.

ITEM 9. OLD BUSINESS

9Ai. HORIZON, MERIT, USF AND MELCAT UPDATES – ENTERPRISE / BIBLIOCOMMON

Director Besancon said that BiblioCommons is a go. Twenty-four of the twenty-seven VLC libraries will be using it. Because not all of the VLC libraries are going to participate, our second-year costs may be a little lower. She said that it will take 6-7 months for it to be up and running.

9B. SNOW REMOVAL FOR HEADQUARTERS

Director Besancon said that her husband, John is willing to do the snow removal for the Headquarters building. Bushman said that the last time we paid an outside person to shovel, we paid them \$45 per job. Return trips on the same day depended on the amount of additional snowfall – usually about 2-3”.

Stock moved and Kingsbury seconded to waive the nepotism bylaw in this instance and hire John Besancon for snow removal at the Administrative Headquarters location at the rate of \$45 per instance, with call backs to be negotiated. Motion carried.

ITEM 10. NEW BUSINESS

10A. 2023 ADJUSTED AND 2024 BUDGET APPROVALS AND END OF YEAR MOTIONS

Brown moved and Synowiec seconded to approve the budget adjustment of the 2023 Budget, as presented. A roll call vote was taken as follows: Brown, aye; Eyer, aye; Rockwell, aye; Stock, aye; Synowiec, aye; Kingsbury, aye; Klender, aye; Van Brenk, aye. Motion carried.

Kingsbury moved and Stock seconded to approve the Wage and Benefit Plan for 2024, as presented. A roll call vote was taken as follows: Brown, aye; Eyer, aye; Rockwell, aye; Stock, aye; Synowiec, aye; Kingsbury, aye; Klender, aye; Van Brenk, aye. Motion carried.

Brown moved and Eyer seconded to approve the 2024 Budget, as presented. A roll call vote was taken as follows: Brown, aye; Eyer, aye; Rockwell, aye; Stock, aye; Synowiec, aye; Kingsbury, aye; Klender, aye; Van Brenk, aye. Motion carried.

Klender moved and Van Brenk seconded to allow the District Director to line item transfer from Contingency for expenses for 2023, if needed. A roll call vote was taken as follows: Brown, aye; Eyer, aye; Rockwell, aye; Stock, aye; Synowiec, aye; Kingsbury, aye; Klender, aye; Van Brenk, aye. Motion carried.

Eyer moved and Klender seconded to designate any net revenues from contributors and millage to Mary Johnston Memorial Library as of December 31, 2023 to the Restricted Fund Balance: Mary Johnston Memorial Library. A roll call vote was taken as follows: Brown, aye; Eyer, aye; Rockwell, aye; Stock, aye; Synowiec, aye; Kingsbury, aye; Klender, aye; Van Brenk, aye. Motion carried.

Synowiec moved and Kingsbury seconded to allow the District Director to pay final bills for 2023 on the last day allowed through voucher from the County of Iosco for calendar year 2023. A roll call vote was taken as follows: Brown, aye; Eyer, aye; Rockwell, aye; Stock, aye; Synowiec, aye; Kingsbury, aye; Klender, aye; Van Brenk, aye. Motion carried.

Brown moved and Van Brenk seconded to designate unassigned fund balance as of December 31, 2023 to the following Fund Balance Assigned: Vehicle Fund \$10,000.00. A roll call vote was taken as follows: Brown, aye; Eyer, aye; Rockwell, aye; Stock, aye; Synowiec, aye; Kingsbury, aye; Klender, aye; Van Brenk, aye. Motion carried.

Stock moved and Synowiec seconded to designate unassigned fund balance as of December 31, 2023 to the following Fund Balance Assigned: Building Fund \$10,000.00. A roll call vote was taken as follows: Brown, aye; Eyer, aye; Rockwell, aye; Stock, aye; Synowiec, aye; Kingsbury, aye; Klender, aye; Van Brenk, aye. Motion carried.

10B. ELECTION RESULTS SALE/PURCHASE OF BUILDING

Besancon said that she has not yet heard from the City of East Tawas. Brown said that the City should make the first offer. Besancon feels that negotiations should be between our ad hoc committee and the City's library committee. Brown said that we should get a professional assessment on the building. Synowiec suggested a commercial realtor. Rockwell said that the realtor should not be from the Tawas area. He said that he would talk to Dennis Stanley from Arenac County to get his opinion. Besancon stated that the District doesn't want to leave this building if we don't have to. Moving would disrupt the library services in all eight branch libraries. She suggested that we might be able to negotiate a lease/purchase agreement with the City. Whatever is agreed upon will have to be approved by the whole city council. Klender wanted to know the date of the next city council meeting. Besancon said that it is probably in December because of the Thanksgiving holiday. Rockwell appointed the following building purchase ad hoc committee: Rockwell, Synowiec, Stock and Besancon.

10C. SURPLUS SALE UPDATE

Director Besancon said that John Cargo has submitted a preliminary list of 13 computers and 3 Oki printers. The number of printers could increase to eight depending on the availability of toners for the new Sharp printers.

Synowiec moved and Van Brenk seconded to allow for a surplus sale in 2023. Motion carried.

10D. ADULT PROGRAMMING GRANT 2024 APPLICATION

Kingsbury moved and Eyer seconded approval of the 2024 Adult Programming Grant Application process, as presented. Motion carried.

10E. MEETING OF HEADS OF UNITS OF GOVERNMENTS TO DISCUSS MILLAGE DISTRIBUTION

Besancon suggested mid-January 2024 for a meeting with a representative from each unit of government to discuss future percentages of millage distributed to the units of government for the operations of their branch library. She said that this meeting would include the District's millage ad hoc committee. It was noted that there would be separate meetings for Arenac and Iosco representatives and that while their opinions would be welcome, the Library Board would have the final say in the distribution of millage funds.

10F. PROCEDURE FOR DIRECTOR EVALUATION

Evaluation forms were distributed to all Board members and completed evaluations are to be sent to Klender no later than December 11, 2023. Results will be presented at the January 2024 Board meeting.

10G. APPOINTMENT OF NOMINATING COMMITTEE FOR BOARD POSITIONS

Chairperson Rockwell appointed Klender and Eyer to the Nominating Committee.

10H. BOARD MEMBERS AND VLC EMAILS

Besancon asked if any Board members would like a separate email through VLC to send and receive library/board related communications. She said that the VLC email accounts would cost the District \$10 per person per year. Rockwell noted that these and personal email accounts could still fall under FOIA. Besancon said that if anyone is interested in an account they should contact her.

ITEM 11. ITEMS FOR NEXT AGENDA

Add: Sale/Purchase of Headquarters Building

ITEM 12. ADJOURNMENT

Chairperson Rockwell adjourned the meeting at 5:35 pm

Respectfully submitted,

Diane Bushman
Recording Secretary