

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

Place: Au Gres Community Library

Date: June 9, 2022

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

Director Donner requested the addition of Item 10c. Add Jenn Donner and Cindy Waterstrat as authorized business officers on the TCM bank account.

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

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

Eyer reported The Friends of the Mary Johnston Memorial Library talked about the September Stash Buster Sale and about the library gardens. Klender reported the programs are all set. She is working with the City of Standish on the flag pole light that is currently at the library and was told they are shorthanded but would get to it. Donner stated that Elizabeth's dad may put the flag pole light up. She will follow up with Elizabeth on this. Klender also reported that she has sold \$805 worth of books so far this year on eBay for the Friends group and last year only made a \$1000 on their book sales. She went on to report that there were 45 people that attended the first Mary Todd Lincoln program. Kingsbury stated Tawas City Library Friends group is having their first book sale this year out on the lawn. They have advertised extensively so they are hoping this goes well. They are planning on switching permanently to having them out on the lawn beside the library on the 2nd Saturday of the month. Donner asked Kingsbury if she is planning on coming in to get any boxes of books. Kingsbury stated they would after the sale to replenish. It was asked about weather and Kingsbury stated it is advertised that if raining it would be the following Saturday. Brown asked if there was any progress on the Hale issue and Rockwell stated he is planning on meeting with Fred Lewis next week and would discuss it at a later board meeting.

ITEM 4. BOARD COMMENTS

None.

ITEM 5. APPROVAL OF THE MINUTES OF THE MAY 12, 2022 REGULAR MEETING

Eyer moved and Wright seconded approval of the minutes of the May 12, 2022 Regular Meeting. Motion carried.

ITEM 6. TREASURER'S REPORT

Rockwell had a question within the Profit & Lost Budget on the Total Cost of Goods Sold and Gross Profit. Bushman explained that the auditors will not allow us to put the purchase of books with the expenses. Rockwell also asked if we received the balance of the tax money from Arenac County and Bushman confirmed that we did.

Brown moved and Van Brenk seconded approval of the May 31, 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

Bushman explained the voided check to Cincinnati Workers Compensation Insurance in the amount of \$1,716.00. An audit had been done to our payroll this year and we received an invoice for the additional premium due. The rate for a driver is \$4.44 per every hundred dollars they earn. For a clerk it is 16 cents. They had Richard listed as a driver and not a clerk. We had to contact them to let them know that Richard is only a substitute driver and his total wages should not be considered under the driver rate. Cincinnati made the correction and the corrected premium due is only \$10.00. The original check that was cut for the \$1,716 was voided and a new check was cut for the \$10.00.

Stock moved and Kingsbury seconded ratification of voucher #22-15 dated May 26, 2022 in the amount of \$18,163.08, voucher #22-16 dated June 9, 2022 in the amount of \$20,589.26, and voucher #22-17 dated June 19, 2022 in the amount of \$10,509.68. 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

Stock commented it was a very nice article, about the millage, in the paper. Donner thanked him and stated she was also in the Arenac paper last month. Everyone confirmed they were all set with the director's report. Rockwell questioned the renewals in Omer on the Statistics report. He commented he was asked when checking out a book if he wanted to renew it. This can inflate the numbers being reported as Bushman has stated in previous meeting. Rockwell mentioned Lynne's report shows some places are doing better than others. Rockwell asked Donner how the US Book Show was. Donner stated it was fun and she learned about a lot of new books and ordered some. Klender asked if the Branch Trek was listed in the paper. Bushman stated it is on Facebook but does not believe it has been in the paper. She would try to get this in the paper for next week. Rockwell stated he was in Omer and no one asked him about the Trek Passport.

ITEM 9. OLD BUSINESS

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

Director Donner reported that Unique, the collection company has raised their rates. They were originally charging \$8.95 and are now charging \$10.30. Previous Director Olson will be coming in tomorrow to discuss how we get this changed in the Horizon system so we are not losing money. Eyer asked about the percentage of items placed for collections that actually do pay. Bushman stated we have been getting payments in but is unsure of the actual percentage at this time.

9B. NEW ADMINISTRATIONS ASSISTANT/BOOKKEEPER

Director Donner introduced Cindy Waterstrat and stated she started June 1st. Bushman's last day is Thursday June 16th.

9C. SURPLUS SALE

Director Donner stated we made \$65 on the surplus sale. One couple purchased 2 computers, the hand truck and 15 folding chairs for \$60 and John purchased 1 computer for \$5. The remaining computers were offered to and accepted by Harboring Lights Pregnancy and Information Center.

9D. DELIVERY VEHICLE UPDATE

Director Donner reported that Michal found a Ford Transit Van from Dean Arbour Ford. A \$100 deposit was put down and we will be getting \$2,000 for our current Dodge van. Donner went over all the safety features and stated it is dark blue. Stated final sales price is around \$33,000 but was are not sure when it will actually be here.

9E. MILLAGE RENEWAL UPDATE

Director Donner reported she talked to Whittemore City Council. Currently nobody has stepped forward to start a committee. She will start posting on the website and Facebook. Stock stated he thought previous Director Olson was going to be involved. Donner stated yes, she would get involved but she did not want to run it. Donner stated she is going to Oscoda on Monday, June 13, 2022 but does not currently have anything scheduled at Plainfield. It was asked if she has gone to the Senior Centers and Donner stated that she is going to work on a list of the places she still needs to go. Donner reported that millage FAQ sheets were sent to all the branches.

9F. MARY JOHNSTON MEMORIAL LIBRARY UPDATES

Donner stated she talked with the Standish City Manager this week. He stated he has a meeting on Monday with the City Council. They only received \$20,000 from the 2% grant application but he is trying to get the remaining \$6,000 from the City of Standish and feels like he has the votes. Donner stated she let him know that if they are unable to get the full amount, to do the outside of the building. That is the most important part.

ITEM 10. NEW BUSINESS

10A. MILLAGE AD HOC COMMITTEE REPORT

Director Donner asked Rockwell if he is going to reach out to Fred Lewis on the breakdown for the utilities. Rockwell stated he would contact Lewis next week.

10B. SCHEDULE COMMITTEE MEETING FOR POLICY AND BUDGET

The Personal Policy manual was updated last year but it was noticed that the funeral section could use a maximum of days per year added. A Policy Committee meeting was scheduled for Tuesday July 5, 2022 at 10:00 am at Headquarters. A Budget Committee meeting was scheduled for Tuesday July 5, 2022 at 11:00 am at Headquarters.

10C. TCM BANK

Director Donner explained that when requesting a credit card for Cindy it was found that the authorized officer was not changed from the previous director to herself. Paperwork is being sent to TCM Bank to have this corrected to Director Donner.

Wright moved and Brown seconded to appoint Jennifer Donner and Cynthia Waterstrat as authorized business officers for TCM Bank. Motion carried.

ITEM 11. ITEMS FOR NEXT AGENDA

Add: Branch Trek Results

Vehicle Update

ITEM 12. ADJOURNMENT

Chairperson Rockwell adjourned the meeting at 5:13 pm.

Respectfully submitted,

Cindy Waterstrat
Recording Secretary