

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

Place: Administrative Headquarters, East Tawas, MI

Date: December 12, 2024

Present: **Linda Eyer, Phyllis Klender, Susan Synowiec, Thelma Van Brenk, Dan Stock, Rick Rockwell, Jerry Brown, Kari Besancon and JoAnn Edwards**

Absent: **Sue Kingbury**

**ITEM 1. CALL TO ORDER**

Chairperson Rockwell called the meeting to order at 2:00 p.m.

**ITEM 2. APPROVAL OF THE AGENDA**

Klender and Synowiec motioned and seconded approval of the agenda, as amended. Seven (7) aye, one (1) absent. Motion carried.

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

No comments.

**ITEM 4. BOARD COMMENTS**

No comments.

**ITEM 5. APPROVAL OF THE MINUTES of November 14, 2024, REGULAR MEETING**

Van Brenk and Stock motioned and seconded approval of the November 14, 2024 minutes. Seven (7) aye, one (1) absent. Motion carried.

**ITEM 6. TREASURER'S REPORT**

Brown and Klender motioned and seconded approval of the Treasurer's Report.

A roll call vote was taken as follows: Klender, aye; Synowiec, aye; Rockwell, aye; Van Brenk, aye; Stock, aye; Eyer, aye; and Brown, aye. Kingsbury: absent. Motion carried.

**ITEM 7. RATIFICATION OF THE BILLS**

Klender & Brown motioned and seconded approval of the ratification of voucher #24-39 dated November 14, 2024 in the amount of \$6,007.48, voucher #24-40 dated November 21, 2024 in the amount of \$20,587.33, and voucher #24-41 dated December 5, 2024 in the amount of \$26,521.63. A roll call vote was taken as follows: Klender, aye; Synowiec, aye; Rockwell, aye; Van Brenk, aye; Stock, aye; Eyer, aye; and Brown, aye. Kingsbury: absent. Motion carried.

**ITEM 8. DIRECTOR'S REPORT**

Besancon reported the latest Strategic Planning and surveys regarding community expectations. Noted VLC Membership/Seats fees increase. IADL circulation increased; IADL total fees of \$23,970 for 2025.

**ITEM 9. OLD BUSINESS**

**A. Horizon, Merit, USF and MelCat Updates**

No updates to report.

## **B. Update of Website Design and Strategic Planning**

Director Besancon reported on her meeting with the website designer. Mapping of site is finalized. The new website is expected by February or March 2025.

Programming grants and policies discussed for adults and children. Grants remain at \$2,000 with a deadline for applications by November 1<sup>st</sup> and programs will be held in year 2025. Plans, approved by the Board, receipts, and follow-ups will be required.

**Synowiec and Klender motioned and seconded approval of the Programming Policy and Forms to be authored and available online.**

**A roll call vote was taken as follows: Klender, aye; Synowiec, aye; Rockwell, aye; Van Brenk, aye; Stock, aye; Eyer, aye; and Brown, aye. Kingsbury: absent. Motion carried.**

Director Besancon reported the adjusted 2024 budget. Besancon presented a spreadsheet referencing revenues and expenditures balancing equally. Discussion ensued regarding the new Minimum Wage and Earned Sick Time Act that will require businesses to compensate employees sick hours per hours worked.

## **ITEM 10. NEW BUSINESS**

**A. Van Brenk and Eyer motioned and seconded approval of the Wage and Benefit plan for 2025. A roll call vote was taken as follows: Klender, aye; Synowiec, aye; Rockwell, aye; Van Brenk, aye; Stock, aye; Eyer, aye; and Brown, aye. Kingsbury: absent. Motion carried.**

**B. Klender and Brown motioned and seconded approval of the proposed 2025 budget plan as presented. A roll call vote was taken as follows: Klender, aye; Synowiec, aye; Rockwell, aye; Van Brenk, aye; Stock, aye; Eyer, aye; and Brown, aye. Kingsbury: absent. Motion carried.**

**C. Brown and Synoweic motioned and seconded approval of year end 2024 reports, with allowances to Director and staff to transfer funds if needed. A roll call vote was taken as follows: Klender, aye; Synowiec, aye; Rockwell, aye; Van Brenk, aye; Stock, aye; Eyer, aye; and Brown, aye. Kingsbury: absent. Motion carried.**

**D. Eyer and Stock motioned and seconded approval to designate any net revenues from contributors and millage for Mary Johnston Memorial Library as of December 31, 2024 to the restricted Fund Balance – Mary Johnston Memorial Library. A roll call vote was taken as follows: Klender, aye; Synowiec, aye; Rockwell, aye; Van Brenk, aye; Stock, aye; Eyer, aye; and Brown, aye. Kingsbury: absent. Motion carried.**

**E. Eyer and Klender motioned and seconded approval for the District Director to pay final bills for 2024 on the last day allowed through voucher from the County of Losco for calendar year 2024. A roll call vote was taken as follows: Klender, aye; Synowiec, aye; Rockwell, aye; Van Brenk, aye; Stock, aye; Eyer, aye; and Brown, aye. Kingsbury: absent. Motion carried.**

- F. Stock and Synowiec motioned and approved District Director to transfer \$10,000 into vehicle replacement fund - undesignated fund balance. A roll call vote was taken as follows: Klender, aye; Synowiec, aye; Rockwell, aye; Van Brenk, aye; Stock, aye; Eyer, aye; and Brown, aye. Kingsbury: absent. Motion carried.
- G. Eyer and Van Brenk motioned and approved District Director to transfer \$10,000 into Building Fund. A roll call vote was taken as follows: Klender, aye; Synowiec, aye; Rockwell, aye; Van Brenk, aye; Stock, aye; Eyer, aye; and Brown, aye. Kingsbury: absent. These transfers will take place before end of December, 2024.

**ITEM 11. NEW BUSINESS**

- A. Procedure for Director Evaluation discussed. Evaluations to be summarized and presented at January Board meeting.
- B. Appointment of Nominating Committee discussed. Proposed list of Committee will be recommended at next meeting.

**ITEMS for NEXT AGENDA**

- A. Programming for children and adults – Theme – “Color Our World”
- B. New Policy Manual
- C. Strategic Planning

**ITEM 12. ADJOURNMENT**

Chairperson Rockwell adjourned the meeting at 3:15 pm

Respectfully Submitted,



JoAnn Edwards  
Recording Secretary

A quorum of **five** is needed to conduct business.

If you cannot attend or need directions, please call Kari or JoAnn at 989-362-2651.

**PLEASE BRING YOUR CALENDARS/PLANNERS.**

**REMINDER-The next meeting is scheduled for  
Thursday, January 9, 2025,  
at Headquarters. at 2:00 pm**