

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

Place: Administrative Headquarters, East Tawas, MI

Date: February 19, 2025

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

Absent: Jerry Brown

ITEM 1. CALL TO ORDER

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

ITEM 2. APPROVAL OF THE AGENDA

Kingsbury 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

Board members shared information about ongoing events with the Friends of the library branches.

ITEM 4. BOARD COMMENTS

No comments

ITEM 5. APPROVAL OF THE MINUTES of January 9, 2025, BOARD MEETING

Klender and Synowiec motioned and seconded approval of the January 9, 2025, minutes. Seven (7) aye, one (1) absent. Motion carried.

ITEM 6. TREASURER'S REPORT

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

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

ITEM 7. RATIFICATION OF THE BILLS

Van Brenk and Klender motioned and seconded approval of the ratification of Voucher #25-03 dated January 16, 2025 in the amount of \$66,223.11, Voucher #25-04 dated January 23, 2025 in the amount of \$27,113.54, Voucher #25-05 dated January 30, 2025 in the amount of \$15,955.58, Voucher #25-06 dated February 6, 2025 in the amount of \$8,952.51, Voucher #25-07 dated February 13, 2025 in the amount of \$26,969.35 and Voucher #25-08 dated February 20, 2025 in the amount of \$7,304.71. A roll call vote was taken as follows: Kingsbury, aye; Klender, aye; Synowiec, aye; Rockwell, aye; Van Brenk, aye; Stock, aye; Eyer, aye. Brown: absent. Motion carried.

ITEM 8. DIRECTOR'S REPORT

Director Besancon shared the positive feedback and progress made in the January 11th branch library staff meeting that was held at Headquarters. Besancon requested all library branches report statistics for the programs held. Additional Professional Development meetings will be scheduled in the future.

New circulation reports were reviewed and discussed. Monthly branch reports should be included in the next month's reports.

ITEM 9. OLD BUSINESS

A. Horizon, Merit, USF and MelCat Updates

Horizon will be replaced in 2026 with a long needed new ILS system called Polaris. It's discovery layer is called Vega and will replace Bibliocommons which has not been as user friendly as expected, although we will continue using it for another year.

B. Update of Website Design and Strategic Planning

Director Besancon reported on her meeting with the website designer. The new website is expected by the end of March 2025. New logo survey is going out regarding a new logo. Strategic Planning Smart Goal #2 is expected by Apr. 30th, 2025.

ITEM 10. NEW BUSINESS

A. Appointment of Committee Members

Eyer and Stock motioned and seconded to maintain current committee members for this year. Seven (7) aye, one (1) absent. Motion carried.

B. Earned Sick Time and Leave Act, Policies 6.5 and 6.6

Director Besancon explained the Earned Sick Time Leave Act to the Board. Every employer must provide each employee with at least one (1) hour of paid sick time for every thirty (30) hours worked.

Klender and Synowiec motioned and seconded to accept the Earned Sick Time Leave Act. A roll call vote was taken as follows: Kingsbury, aye; Klender, aye; Synowiec, aye; Rockwell, aye; Van Brenk, aye; Stock, aye; Eyer, aye. Brown: absent. Motion carried.

C. Lost/Damaged Material Policy

Tabled until the next meeting in April.

D. Policy 2.3 Lending Period and Renewal

MEL has specific rules that were not clear in the policy book, which is being updated now. **Synowiec and Stock motioned and seconded motion to approve the Lending and Renewal Policy 2.3. A roll call vote was taken as follows: Kingsbury, aye; Klender, aye; Synowiec, aye; Rockwell, aye; Van Brenk, aye; Stock, aye; Eyer, aye. Brown: absent. Motion carried.**

E. Mission & Values Statement Discussion

The board discussed the Mission and Values Statement and ideas reflecting the needs of the community. The discussion included working with schools.

F. Approval of Programming Grants

The board discussed the Programming Grant Applications that have been received. Applications should be filled out correctly and include back-up paperwork. Applicants should also provide written follow-up with expense reports and receipts. **Van Brenk and Kingsbury motioned and seconded to approve the expenditure money for the Applications for Programming Grants. A roll call vote was taken as follows: Kingsbury, aye; Klender, aye; Synowiec, aye; Rockwell, aye; Van Brenk, aye; Stock, aye; Eyer, aye. Brown: absent. Motion carried.**

G. Surplus Sale Update

The total amount received for items sold in January 2025 Surplus Sale was **\$342.53**. Not all of the sale equipment was sold.

ITEM 11. NEXT AGENDA

- A. April millage distribution
- B. Adult Programming Grants (if any)
- C. Lost/Damaged Material policy
- D. Patron Behavior Policy

ITEM 12. ADJOURNMENT

Chairperson Rockwell adjourned the meeting at 3:25 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, April 10, 2025,
at Headquarters. at 4:30 pm**