

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

Place: Administrative Headquarters, East Tawas, MI

Date: September 12, 2024

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

Absent: Dan Stock, Linda Eyer, Sue Kingsbury

ITEM 1. CALL TO ORDER.

Chairperson Rockwell called the meeting to order at 4:50 p.m.

ITEM 2. APPROVAL OF THE AGENDA

Klender and Van Brenk motioned and seconded approval of the agenda, as amended. Motion carried.

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

Public Hearing for Budget Draft and L-4029

Proposed budget for 2025 to adopt existing 2024 budget as amended.

Amended budget to include updates for the adult program planning.

ITEM 4. BOARD COMMENTS

No comments.

ITEM 5. APPROVAL OF THE MINUTES OF THE August 8, 2024, REGULAR MEETING

Synowiec and Van Brenk motioned and seconded approval of the August 8, 2024 minutes.

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

ITEM 6. TREASURER'S REPORT

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

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

ITEM 7. RATIFICATION OF THE BILLS

Brown and Synowiec motioned and seconded approval of the ratification of voucher #24-27 dated August 15, 2024 in the amount of \$24,638.05, voucher #24-28 dated August 26, 2024 in the amount of \$2,056.64, voucher #24-29 dated August 29, 2024 in the amount of \$17,603.68, voucher #24-30 dated September 5, 2024 in the amount of \$10,599.27, and voucher #24-31 dated September 12, 2024 in the amount of \$19,055.10. A roll call vote was taken as follows: Klender, aye; Rockwell, aye; Synowiec, aye; Van Brenk, aye; and Brown, aye. Dan Stock, Linda Eyer, Sue Kingsbury: absent. Motion carried.

ITEM 8. DIRECTOR'S REPORT

Spending for the electronic library has increased due to the public's influence and desires. 2025 budget will reflect the changes in growth for e-books.

Director Besancon shared Lynne Bigelow's letter of resignation (Children and Teen Services) with the board.

End date of employment will be Friday, October 18, 2024; retirement party is planned for Friday, October 11, 2024.

Van Brenk and Klender motioned and seconded approval of Resignation of Employment by Lynne Bigelow.

ITEM 9. OLD BUSINESS

HORIZON, MERIT, USF AND MELCAT UPDATES

Bibliocommons is now the primary catalogue to check out books.

Enterprise to temporarily continue patron's lists and patrons are encouraged to use link to Bibliocommons.

ITEM 10. NEW BUSINESS

10A MILLAGE DISTRIBUTION

Millage checks are listed, written, and ready to be mailed this week.

10B APPROVAL OF THE L-4029 AND CLOSE PUBLIC HEARING

Brown and Van Brenk motioned and seconded approval of the L-4029 and to close the public hearing. A roll call vote was taken as follows: Klender, aye; Rockwell, aye; Synowiec, aye; Van Brenk, aye; and Brown, aye. Dan Stock, Linda Eyer, Sue Kingsbury: absent. Motion carried.

10C REPORTS OF COMMITTEES

1. Budget Committee

Recommendation of Website Designer

Motion to authorize Director Besancon to hire Revize Websites for new website design:

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

2. Policy/Personnel Committee

Committee is rewriting policies with the new manual expected for review by the board during at the October Board meeting.

3. Strategic Planning

Motion to authorize Director Besancon to hire Fast Forward Libraries for Strategic Planning.

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

ITEM 11. ITEMS FOR NEXT AGENDA

A. Board Meeting Schedule

An additional board meeting will be held on **Thursday, December 5th, 2024 at 2:00 p.m.** to discuss any updates of the new website design and strategic planning consultants. Board also to approve the 2025 Budget as the final numbers and rules for the LEO's ESTA (Earned Sick Time Act) and IWOWA (Improved Workforce Opportunity Wage Act) are not expected until November, 2024.

Also decided by the board – meetings shall be held at **2:00 p.m. (rather than 4:30 p.m.) during the winter months of 2025.** Those months include January, February, March, November and December.

In addition, if a meeting is scheduled and Tawas Area Schools are closed for inclement weather, the board meeting will also be cancelled, and Headquarters will alert you of the cancellation.

B. Presentation of New Policy Manual

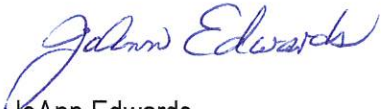
C. Update on New Website and Strategic Planning

D. Adult Programming Guidelines

ITEM 12. ADJOURNMENT

Chairperson Rockwell adjourned the meeting at 5:35 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, October 10, 2024,
at Headquarters. at 4:30 pm**