

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

Place: Au Gres Library

Date: June 13, 2024

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

ITEM 1. CALL TO ORDER.

Chairperson Rockwell called the meeting to order at 4:30 p.m.

ITEM 2. APPROVAL OF THE AGENDA

Kingsbury and Klender seconded approval of the agenda, as amended. Motion carried.

ITEM 3. PUBLIC PARTICIPATION AND REPORTS FROM FRIENDS OF THE LIBRARY GROUPS
Synowiec reported on the Whittemore Library public event, Movie Night. Attendance was good and this was a nice beginning for the summer.

Director Besancon reported on the East Tawas Library event, Books and Wine. This successful event was well attended and fun. Booked for Lunch, which will run five times this year, is beginning July 11th.

Klender reported on the Tawas City Library event with the Michigan author and speaker which went very well. Klender also reported that the Essential Oils event went well.

ITEM 4. BOARD COMMENTS

There was some discussion about donations from Board members for some programs/events, as well as collections from events, combining the communities with the libraries

ITEM 5. APPROVAL OF THE MINUTES OF THE May 16, 2024 REGULAR MEETING

Eyer moved and Brown seconded approval of the minutes of the May 16, 2024 Regular Meeting. A roll call vote was taken as follows: Brown, aye; Eyer, aye; Rockwell, aye; Synowiec, aye; Stock, aye; Kingsbury, aye; Klender aye; Van Brenk, aye. Motion carried.

ITEM 6. TREASURER'S REPORT

Director Besancon explained how the journal entries for the property taxes are entered at the end of each year and then reversed on the first day of the new year. The January 2024 entry will be corrected for next month's financial reports to reflect the correction.

Motion to approve the report: Brown moved and Synowiec seconded approval of the May 16, 2024 Treasurer's Report. A roll call vote was taken as follows: Brown, aye; Eyer, aye; Rockwell, aye; Synowiec, aye; Stock, aye; Kingsbury, aye; Klender aye; Van Brenk, aye. Motion carried.

ITEM 7. RATIFICATION OF THE BILLS

Kingsbury moved and Stock seconded ratification of voucher #24-15 dated May 21, 2024 in the amount of \$18,118.40, voucher #24-16 dated May 30, 2024 in the amount of \$494.29, and voucher #24-17 dated June 6, 2024 in the amount of \$26,483.15, voucher #24-18 in the amount of \$34,043.37 and voucher #24-19 dated June 20, 2024 in the amount of \$11,644.81. A roll call vote was taken as follows: Van Brenk, aye; Brown, aye; Eyer, aye; Rockwell, aye; Synowiec, aye; Stock, aye; Kingsbury, aye; Klender aye; Motion carried.

ITEM 8. DIRECTOR'S REPORT

Director Besancon reported that the Au Gres Library interview process is completed.

She has been in the process of training the new employees.

Besancon is running inventory at the Au Gres Library. Her goal is to make inventory a requirement for each of the branch libraries.

There was some discussion about circulation statistics and the changes over time. The request for electronic media has grown, reflecting the need to spend additional funds on e-books, audio-books, etc.

ITEM 9. OLD BUSINESS

9A. HORIZON, MERIT, USF AND MELCAT UPDATES

Besancon discussed the popularity of Hoopla as compared to Libby. Libby often takes longer to get items than Hoopla. It appears we need to spend more on Hoopla because this seems to be what people want.

Director Besancon runs a report on order requests every Monday. She suggested the need to track which libraries are using what sources and to locate data from VLC based on location.

Our circulation count could be low due to so many books being on back-order from Baker & Taylor.

Bibliocommons is not being released until after summer reading due to their difficulty communicating with Libby and Hoopla

9B. FINES AND FEE FORGIVENESS

This project is being worked on and it is expected to be completed soon.

9C. OUTSIDE CONSULTANT:

Director Besancon has been in touch with outside consultants and will update in near future.

ITEM 10. NEW BUSINESS

10A. MICHIGAN DEPARTMENT OF TREASURY

Director Besancon stated that the District's expenditures have been above revenues for last three years.

Chairman Rockwell explained this could be due to the District assigning fund balances to particular forecasted items (car, computer). Rockwell suggests seeking the assistance of the Iosco County Treasurer as they have interest in District funding.

10B. SUBSTITUTE HIRING, POLICY, USAGE BY DISTRICT

Director Besancon specified the need to write the Substitute Hiring Policy differently with the inclusion of training programs for each library. Also needed, is a policy change for internal control on handling the petty cash at each branch.

Director Besancon made a request to the Board to support her in participating in 'Conversation Camp,' a collaborative effort to find out how our libraries are working. The workshop is to take place in Lansing, MI Motion to reflect authorization to sign for Director Besancon to attend so stated workshop.

Stock moved, Eyer seconded. Brown, aye; Eyer, aye; Rockwell, aye; Synowiec, aye; Stock, aye; Kingsbury, aye; Klender aye; Van Brenk, aye. Motion carried

Director Besancon reported on her telephone meeting with a website associate from Revize, a website design company who specialize in governmental and library websites, out of Troy, MI. The plan would have Headquarters as the base site for the IADL website with each branch having a connecting website to which they would have the ability to post their own content for their library. The possibilities could be endless. Besancon expressed the need for an updated website. She will seek additional quotes and invites board members to listen to the pre-recorded, informational conversation with Revize. Further details to be discussed in future meetings.

ITEM 11. ITEMS FOR NEXT AGENDA

- A. Update on Fines and Fee Forgiveness
- B. Huron Shores Update
- C. Newspaper Docs on Demand and on new Website

ITEM 12. ADJOURNMENT

Chairperson Rockwell adjourned the meeting at 5:40 pm

Eyer moved. Klender seconded. Brown, aye; Eyer, aye; Rockwell, aye; Synowiec, aye; Stock, aye; Kingsbury, aye; Klender aye; Van Brenk, aye. Motion carried.

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 **July 11, 2024**, at
Robert J. Parks Community Library,
in Oscoda.