

Minutes of the  
Regular Meeting of the Board of Trustees  
November 21, 2023

**1. CALL TO ORDER**

President David Chambers called the meeting to order at 5:30 pm at the City Chamber Room, 28 State Road, Newaygo, Michigan 49337.

- Roll Call: Present: Cindy Blamer, Samantha Kauffman, Patty Goodman, Jen Larsen, Sharon Haege, David Chambers.

Absent: Julie Vitale.

- Motion to Approve the Agenda: Motion to approve the agenda was made by Kauffman with support by Goodman. AIF/MC.

**2. MINUTES**

- Approval of the Minutes of Regular Board Meeting of October 17, 2023. Motion to approve the regular meeting minutes was made by Haege with support by Larsen. AIF/MC.
- Approval of the Minutes of the Special Board Meeting of October 17, 2023. Motion to approve the special meeting minutes was made by Blamer with support by Kauffman. AIF/MC.
- Approval of the Minutes of the Special Board Meeting of October 23, 2023. Motion to approve the special meeting minutes was made by Goodman with support by Blamer. AIF/MC.

**3. PUBLIC COMMENTS**

**4. TREASURER'S REPORT AND BILLS AND CASH DISBURSEMENTS**

Director Chase reviewed the financial reports. Total revenues were at 90% of budget. Total expenses were at 83% of budget. Staff wages expenses were 82% of the budgets as of the October. Chase will continue to monitor to see if changes made to the schedule and new positions created during the director change will allow the library to stay in budget or whether a future budget amendment was needed at the next meeting. The library received \$6,654.98 to date in interest on its investments. This was 444% higher than the expected budget for the year. For the first time in library history, some cash disbursements were made via ACH. The library's goal was to move towards more ACH payment in the future.

Motion to approve the financial reports was made by Haege and supported by Goodman. AIF/MC.

**5. DIRECTOR'S REPORT**

- ✓ **Unemployment update:** On 11-19-23, Assistant Director Tinkham completed an unemployment inquiry requested by the state on behalf of a former employee. The library awaits the State's response.

- ✓ **Programming Update:** The 2023 Christmas Walk will take place December 1<sup>st</sup> from 6-9 pm. The library will close at 4 pm to set up for a book sale in the upper level. Volunteers were being sought. The library would like to purchase a popcorn machine for this event and other programming events at the library. After discussion, the Board agreed.
- ✓ **Update on Children's Computers:** The two children's educational computers that were funded by the Dollar General Youth Literacy grant have been installed and were a hit with young patrons.
- ✓ **Capira Update:** The MyLibrary app is sunsetting much sooner than expected. Last day of service for MyLibrary will be 12-11-23. The new BiblioAPP was anticipated to launch in March 2024. BiblioAPP is a Bibliocommons product which works seamlessly with the card catalog and was less expensive.
- ✓ **Consumers Energy Report:** Prior to switching to LED light fixtures in the facility in Dec. 2022, the library paid an average of \$19.01 per day or \$608.40 per month. Presently, the library's monthly billing averaged \$16.18 a day or \$516.97 a month.
- ✓ **Fosters Electric:** Foster Electric had been scheduled to correct 3 emergency lights at the exits, which were running by battery backup versus direct wiring as was proper.
- ✓ **Square terms of service:** Squares terms of service for the credit card service charges was in non-compliance legally. Due to this, the library may no longer collect service charges through the app for the time being. Director Chase and Assistant Director Tinkham implemented a miscellaneous charge on the square that will replace the former method of service charges.
- ✓ **Directors background check:** The background check on Director Chase was clean.
- ✓ **Library credit cards update:** Upon completion of the background check, Director Chase was issued a library credit card with a \$5,000 spending limit to be in line with Library Purchasing Policy, and will be used only for library purchases. Assistant Director Tinkham physically surrendered her card while she was away. This may be reinstated when she returns.
- ✓ **Bank signers:** Bank signers on library accounts will be updated as follows: Director Chase, Assistant Director Tinkham, Board President David Chambers, and Board Treasurer Sharon Haege. Board Vice-President Larson was removed due to her term being complete on December 31.
- ✓ **Bank CD Update:** The Independent Bank CD with current balance of \$101,213.33 comes due on Dec. 14. After discussion, trustees agreed to have Tinkham investigate investment options and allowed her to make the decision.
- ✓ **State aid report:** Director Chase and Assistant Director Tinkham have started to work on the Michigan State Aid Report. The report was due by February 1<sup>st</sup>, 2024.
- ✓ **Grant Update:** Gerber Foundation Children's Collection Materials Grant of \$2,000 was awarded and received on 11/20/2023.
- ✓ **Facility Maintenance:** The condition of the upstairs ceiling panels in the original Carnegie section had deteriorated. Library Maintenance Jason Howell was contacted to assess the situation. Chase found replacement tiles that matched the original and would seek quotes for repair work from Howell and others as needed. Howell also removed debris from the library flat roof on 11/20/23. There also was ongoing sewer issues causing backflow and odors in lobby restrooms. Chase will contact the city manager about the sewer issue. After discussion regarding facility management and repairs, consensus was to fix the ceiling tiles problem, and the cement steps in front of the library entrance.

- ✓ **Legislative updates:** Library Freedom to Read Act would work to stop blanket book bannings by legally giving Library Directors control over collection maintenance and outlining in full how a collection item may be requested by a patron for review; Work on an act that would impact penal fines allocation is in the works that would set a set amount of penal fine allocation for libraries that could not be siphoned away to other projects has begun. The future act has not yet been named.
- ✓ **Response to interview questions:** In response to questions asked during her interview and the meeting, Director Chase gave her opinion on the current state of the library and what may need to change in the future. Chase reiterated that the upstairs ceiling tile repair, as well as, the repair of the front steps were on the top of her list as both impact library safety. Other things that needed to be assessed was the collection as a whole to get a baseline of where the collection was and what might need to be tweaked going forward. After discussion, plans for collection maintenance were tentatively put in place following the results of a collection wide resource asset survey and assessment. The survey and assessment will take place over the next few months as not to interrupt patron use and will go section by section through the library. Chase will report back the findings of each section to the board, as well as give an overall report upon completion of assessment.

## 6. UNFINISHED BUSINESS

## 7. NEW BUSINESS

- **Holiday Early Closing Change Request:**  
Chase requested early closings due to low patron traffic on those days in the past, and to allow staff to begin an earlier holiday, and to hold the annual staff Christmas party/staff meeting. In the future, the board gave permission to allow Director Chase to have control over library closings. A motion to close the library at 4 pm on November 22<sup>nd</sup>, and at 2 pm on December 22<sup>nd</sup> was made by Larsen with support by Blamer.  
AIF/MC
- **Assistant Director Consulting Compensation:**  
After discussion, a motion was made by Blamer with support by Haege to approve a consultation fee of \$25 per hour for a period of 90 days for former Director Tinkham to compensate her for her mentoring work during the transition between directors.  
AIF/MC.

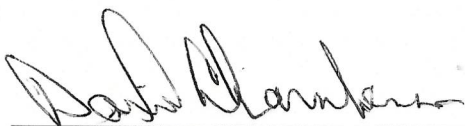
## 8. PUBLIC COMMENTS

## 9. BOARD MEMBER COMMENTS

## 10. ADJOURNMENT

President Chambers called for a motion to adjourn the meeting. Motion was made by Blamer with support by Haege. AIF/MC.

Meeting was adjourned at: 7:04 p.m.



NADL President



NADL Secretary