

Minutes of the
Regular Meeting of the Board of Trustees
December 19th, 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, Jen Larsen, Sharon Haege, David Chambers.
Absent: Julie Vitale, Samantha Kauffman, Patty Goodman.
- Motion to Approve the Agenda: Motion to approve the agenda was made by Haege with support by Larsen. AIF/MC.

2. MINUTES

Approval of the Minutes of Regular Board Meeting of November 21, 2023:

Director Chase clarified an accidental error made during the November oral report. In the November meeting it was reported that the library was saving an average of an average of \$19.01 per day or \$608.40 per month in December of 2022, and currently was saving \$16.18 a day or \$516.97 a month. The Library was actually spending these amounts, but is still saving \$2.83 a day and \$91.43 a month. This was amended already in the minutes.

Motion to approve the regular meeting minutes was made by Haege with support by Larsen. AIF/MC.

3. PUBLIC COMMENTS

4. TREASURER'S REPORT AND BILLS AND CASH DISBURSEMENTS

Director Chase reviewed the financial reports. Total revenues were at 92% of budget. Total expenses were at 94% of budget. Staff wages expenses were 93% of the budgets as of the December 15th. The Library was still awaiting tax revenues which will help to balance out the expenses. As discussed in the November meeting, a CD of \$100,000 has been reinvested at Independent Bank for 90-199 days at 4.8%.

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

- **2023 Budget Adjustment:** Director Chase presented the end of year budget adjustment report as requested by the Board during the November board meeting. Adjustment amounts were proposed by Assistant Director of Finance Tinkham based on projected end of year needs. After discussion, the motion to approve the amended budget was made by Haege with supported by Larsen. MC/AIF.
- **2024 Budget Adjustment:** In the original 2024 budget, three categories were left off the budget due to an excel spreadsheet error. Director Chase requested that the following categories be added to the budget: \$5,040 for Hotspot Data Plans, 3-D Printing Fees Revenues of \$100 and expenses for the same of \$100. After discussion, motion to approve the addition of these categories was made by Blamer with support by Haege. MC/AIF

5. DIRECTOR'S REPORT

- **Programing Update:** The addition of popcorn from the newly purchased popcorn machine was well received at the Christmas walk. The Library handed out 75 bags, and have had requests by patrons to have the popcorn available more often.
- **Unemployment Update:** The Library has received a response from the state about the unemployment claim reported to the board in the November meeting. As of the board meeting, the inquiry has been closed and will not be moving forward.
- **Item Billing Stats:** After discussing item billing in the November board meeting, Director Chase presented the board with statistics from the Unique Collections agency. The stats show a \$9 return on investment for every \$1 spent before changes in billing protocol, a \$17 return when staff called, mailed, and emailed patrons to inform them of billed items, and a \$13 return when staff just emailed and called patrons. After discussion, the board felt use of all three forms of communication was working the most effectively to reach patrons about billed items. The library will return to calling, mailing, and emailing as discussed.
- **2024 Holiday Schedule:** Director Chase presented the board with the schedule of holiday closures for the 2024 calendar year.
- **Maintenance Updates:** As of the December board meeting, the upstairs ceiling in the Carnegie section of the Library is considered stable pending any more leaks. Director Chase and Library Matinence worker Jason Howell were still looking for the ceiling access, and have identified one last place to look for the access. Howell is currently assisting in the bid process for both repairing the upstairs ceiling and the libraries front steps. Foster Electric found that the 3 maintenance lights that were thought to not be wired to electricity properly actually had defunct battery charging systems leading to the lights not running on battery versus electricity. Chase has already contacted Foster Electric, and they will be replacing these soon along with the outside easement light above the Library's front steps that also has an aged battery that will need replacing.
- **Collection Maintenance Updates:** The library has begun maintenance on the DVD inventory of both the upstairs and downstairs library. Lakeland will be providing training on how to create lists in Sierra, which will help guide collection maintenance by giving insight into item circulation.
- **Lakeland Updates:** Lakeland has let NADL know that the cost of the Bibliocommons BiblioApp and Hoopla records from the cloud will be incorporated into our current Bibliocommons maintenance fees. This will save the library money moving forward. The Capira app no longer connects to the Library's catalog, it does however still link to the Library's events and patrons can still access their library cards if they still have the app on their phones. The app will no longer update however; and Library patrons will need to delete the app for it to disappear.

6. UNFINISHED BUSINESS

7. NEW BUSINESS

- January 2024 Regular Board Meeting Date and Time:
 - A correction was made by Chambers clarifying the motion was to be for the January 2024 meeting as the agenda accidently listed the new business as being for the January 2023 meeting which had already passed. An amended agenda will be presented for approval at that meeting for the correction to the December 2023 agenda.
 - The motion was then made for the January meeting to be held on January 16th, 2024 at 5:30 pm by Blamer with support by Haege.

8. PUBLIC COMMENTS

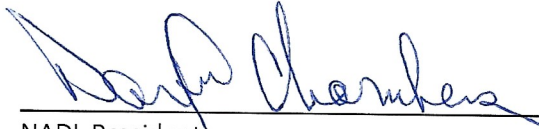
9. BOARD MEMBER COMMENTS

- As this was Jen Larsen's last meeting as a trustee, the board collectively thanked her for her service and told her she would be greatly missed as they all appreciated her insight and work on the board. Larsen's floating board position will be next filled by an appointed trustee from Newaygo City.

10. ADJOURNMENT

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

Meeting was adjourned at: 6:04 p.m.



NADL President



NADL Secretary