

# **Schultz-Holmes District Library Provisional Board**

## **Meeting Minutes**

**September 10, 2024**

A Public Budget Hearing was held by the Schultz-Holmes District Library Provisional Board on Tuesday, September 10, 2024. The meeting was called to order by President Greg Brown at 6:30 pm.

Trustees present: Greg Brown, Shelly Devantier, Karen Waggoner, Oliver Brown, Ciara McGrane, Christine Burtle, Blair Briggs

Trustees absent: None

Also present: Bob Barringer

President Greg Brown called for a motion to approve the agenda for the Public Budget Hearing. Trustee Oliver Brown made a motion to approve the agenda for the Public Budget Hearing. Trustee Ciara McGrane seconded and the motion carried unanimously.

Public comment was accepted regarding the 2024-2025 Schultz-Holmes District Library Budget.

President Greg Brown called for a motion to adjourn. Trustee Oliver Brown made a motion to adjourn. Trustee Christine Burtle seconded the motion and the motion carried unanimously. Meeting adjourned at 6:50 pm.

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A meeting of the Schultz-Holmes District Library Provisional Board was held on Tuesday, September 10, 2024 at 7:00 pm. The meeting was called to order by President Greg Brown at 7:01 pm.

President Greg Brown called for a motion to approve the agenda for the September meeting. Trustee Karen Waggoner made a motion to approve the agenda for the September meeting. Trustee Oliver Brown seconded and the motion carried unanimously.

President Greg Brown called for a motion to approve the minutes of the August meeting. Trustee Oliver Brown made a motion to approve the revised minutes of the August meeting. Trustee Karen Waggoner seconded and the motion carried unanimously.

President Greg Brown called for a motion to approve the minutes of the September 3, 2024 Budget Workshop. Trustee Christine Burtle made a motion to approve the revised minutes of the September 3, 2024 Budget Workshop. Trustee Blair Briggs seconded and the motion carried unanimously.

President Greg Brown called for a motion to approve the resolution adopting the budget and setting the millage rate. Trustee Ciara McGrane moved to approve the resolution to adopt budget and set millage rate. Trustee Christine Burtle seconded the motion and the motion carried unanimously.

Corresponding Secretary Shelly Devantier provided her report, including an update that the Library received a generous donation earmarked for capital improvement.

Director Bob Barringer walked through the financial report. The Library is currently under budget with respect to projected expenses compared to actual expenses. This is due to frugality on the part of the Library, as well as an influx of donations and grants. Director Barringer further indicated that September will likely be a month of increased expenditures as service providers reach fiscal year-end.

Director Bob Barringer provided the Library Director's report. Director Barringer reported that progress is being made on preparing for employees to become employees of the District Library rather than the Village. Quotes have been obtained for short-term disability, long-term disability, workman's compensation, and related insurance plans.

President Greg Brown and Director Bob Barringer discussed the roof project. The project is complete pending completion of the plumbing project. Per the Village Administrator, the roofers plan to replace the ceiling tiles. The Village Administrator is coordinating that effort, as well as delays in the project. The roof is currently under the Duralast 20-year warranty at this point in the project.

Trustee Ciara McGrane provided an update that planning for the upcoming Renaming Celebration is going well, and asked for input on activities for that event.

President Greg Brown provided a reminder that Trustees utilize their Library emails for Library business.

Trustee Oliver Brown provided an update that the ALA Rural and Small Libraries Accessibility Grant application has not yet opened, but they have scheduled a visit with the architect to begin the process.

Director Bob Barringer provided an update that the tree circles and landscaping invoice has been paid at the expected cost of \$900.

President Greg Brown inquired about the status of the Library Board's statement of gratitude for the community. Trustee Ciara McGrane indicated that the statement had been posted on Facebook.

Trustee Oliver Brown provided an update that the Friend of the Library did not have a meeting in August, but are planning a September meeting and have been getting support for upcoming Library programming.

Trustee Ciara McGrane provided an update that the Communication Committee is working on a perpetual survey of Library patrons and community members in order to better understand what resources and programming those groups would like to see provided by the Library. Questions are in development at this time, and Trustee Ciara McGrane hopes to have the survey completed by the October meeting.

Trustee Oliver Brown provided an update that the Board will have an inspection of the roof after final completion of the project.

Trustee Ciara McGrane discussed reimbursement for expenses related to the Renaming Celebration. No action was taken as no action is required for reimbursement of this type of expense under the Bylaws.

President Greg Brown and Director Bob Barringer discussed the need to open banking accounts in the District Library's name. Trustee Ciara McGrane made a motion to authorize Director Bob Barringer to open accounts at Blissfield State Bank and TLC Community Credit Union as directed by President Greg Brown. Authorized signers shall be Director Bob Barringer, President Greg Brown, Treasurer Karen Waggoner, and Vice President O. Brown. Trustee Oliver Brown seconded the motion and the motion carried unanimously.

President Greg Brown discussed the need for Board Members to have tablets to utilize for Library work in order to reduce paper waste and increase access. President Greg Brown and Director Bob Barringer found Amazon Fire Tablets at a reasonable price. Trustee Ciara McGrane made a motion to purchase eight tablets for Trustees and Director Barringer, along with keyboard covers for those trustees desiring them. Trustee Christine Burtle made a motion to amend the motion to include keyboard covers for all tablets to avoid further expenditure later. Trustee Oliver Brown seconded the motion and the motion carried unanimously.

President Greg Brown called for a motion to adjourn. Trustee Oliver Brown made a motion to adjourn. Trustee Blair Briggs seconded the motion and the motion carried unanimously. Meeting adjourned at 8:08 pm.