

DRAFT

MINUTES OF THE FENNVILLE DISTRICT LIBRARY  
BOARD OF TRUSTEES  
November 21, 2024

Present: Marilyn Jessup, Robin Buchler, Midge Barnard, Bob Sherwood, Willow Vandenberg, Donna Matula, Kathy Yankee

Absent:

Staff Present: Teresa Kline, Abigail Avery

Observers Present: None

Meeting Called to Order: 4:07pm by President Marilyn Jessup

Approval of Agenda: Moved by Buckler, Seconded by Vandenberg, to approve Agenda.  
Passed 7-0

Approval of Minutes: Moved by Sherwood, Seconded by Barnard, to approve minutes of October 17, 2024. Passed 7-0

Public Comments: None

Correspondence: None

Financial and Budget Report: New fiscal year started October 1. Audit will be in the first two weeks of December. After reviewing the Profit & Loss Budget v. Actual Sheet and the Balance Sheet for October, 2024, they were received and filed.

Director's Report:

- \*Penal fines are coming later in the month. Less than \$5000 this month.
- \*MERS - A representative of the state presented information on the 457 plan for retirement.
- \*Celebration of Life for past president Dennis Martin at the library 12/1/2024, 4:30-6:30
- \*Joan Donaldson is releasing a new book January 9th. Book launch will be held here.
- \*Decision about whether HotSpots are part of Universal Service Fund is delayed until 7/25.

President's Remarks: We miss Dennis.

Board Member Remarks: None

Committee Reports: None

**Unfinished Business:**

\*Parking Lot: request for bids placed in newspapers last week. Pre-bid meeting held 11/19. 30 companies have requested information. Two companies attended pre-bid meeting. Access to other parking will be needed during construction - to be decided. The library parking lot project will be done first, before city splash pad project. Bids due 12/10/24 by 1:00 pm. They will be opened that afternoon. Viridis will recommend top 3 proposals after studying them.

Monday 12/16/24 at least 4 members of the FDL Board needed at City Hall at 6pm to choose which contractor's bid we will go with.

Teresa suggested naming the upper level terrace of the new parking lot as the "Dennis Martin Memorial Porch". Moved by Matula, seconded by Yankee to approve. Carried 7-0

\*At the 12/16/24 meeting the City of Fennville will interview applicants for the open spot on the library Board of Trustees

\*Insurance Claim: Board packet includes detailed report of damage from 10/17 vandalism. The Hanover Group has been wonderful to work with. They are examining the police report.

\*ServPro Estimate for repair of 10/17/24 damage - library portion is \$2,792. Moved by Vandenberg, seconded by Matula to pay that amount. Carried 7-0

**New Business:**

\*EGL Tech will replace 3 circulation computers and Teresa's desktop and those four computers will cycle to be public computers. \$5,714 for the new computers, covered by \$6,000 ACCF interest. Moved by Sherwood, seconded by Buchler to purchase computers. Carried 7-0

\*Purchasing Policy: Abigail Avery reviewed the new policy she has completed, highlighting some changes from previous policy. She was asked to adopt the previous policy format with sub-headings which made it easier to read. Moved by Yankee, seconded by Buchler to approve. Carried 7-0

Board Holiday Dinner: January 16, 2025 after the regular board meeting. Location to be determined.

Gifts: Received gift of glass display boxes from Gini Cooper for Steve French exhibit.

Public Comments: None

Adjournment: 4:56 pm

Next meeting: December 19, 2024

Respectfully submitted,

Kathleen Yankee, Secretary