

**MINUTES OF THE FENNVILLE DISTRICT LIBRARY
BOARD OF TRUSTEES
October 17, 2024**

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

Absent: Dennis Martin, Kathleen Yankee,

Staff Present: Teresa Kline, Abigail Avery

Observers Present: None

Meeting Called to Order: 4:00 pm by Marilyn Jessup, President

Approval of Agenda: *Moved by Matula, seconded by Vandenberg to approve the agenda.*
Carried 5-0

Approval of the Minutes: *Moved by Buchler, seconded by Barnard to approve the minutes of September 19, 2024 with one correction: staff salaries will increase by 3% by October 5, 2024. Carried 5-0*

Public Comments: None

Correspondence: Hanover Insurance Group (Citizens) claim for tree/stump removal. Bill was \$4095. Deductible is \$2500, insurance check will be \$1595.

Financial and Budget Performance Report: Teresa trying to figure out the new accounting system, so the report will be more complete at November meeting. After reviewing the Profit & Loss Budget v. Actual Sheet and the Balance Sheet for September, 2024, they were received and filed.

Director's Report:

- *Yearly Circulation Statistics: 15,400 children's items, 489 Hotspots, 51,003 non-children's items.
- *Teresa working on annual report required to continue to get state aid and keep status as a district library.
- *Teresa is working on staff evaluations. They will be done by the end of the week.
- *Friends of the Library raised \$300 for parking lot funds during the Goose Festival.
- *An electrician is coming next week to finish switching all lightbulbs to LED.
- *Teresa has been assigned to mentor a librarian from Detroit who is taking on a Director's position.
- *The Library of Michigan is offering a 2-part webinar on training for trustees.

President's Remarks:

All board members are greatly appreciated, but especially Dennis and Bob for their Years of Service as officers and for their experience as former library directors.

Board Members Remarks: None.

Committee Reports:

Unfinished Business:

Parking lot - timeline and update. Ten page handout from Viridis distributed.

Next Tuesday at 9am library staff and designers from Viridis will go over plans for accuracy before the December 31 deadline. Then there will be a signed contract for the construction company. A tree given by a former board member in memory of a family member will be moved before construction begins.

New Business:

*Asset List - computers. EGLtech and staff (Teresa, Abi) discussed getting new computers for public use and for Teresa. Their current computers will be rotated into service. EGLtech will provide a quote for the November meeting.

**Motion made by Matula, seconded by Buchler to accept check from Allegan County Foundation.*

*FOIA - Usual request from SmartProcure dealt with by Teresa.

*Purchasing Policy - moved to November meeting.

*Staffing - Tim Teske has decided to retire. There will be a retirement party at 3pm before the November board meeting. Teresa is looking for someone to put shelves together for the library.

*Summer Reading - all numbers went up except adult reading.

*Damage to Men's Restroom - a patron with special needs put 2 rolls of toilet paper down the men's toilet upstairs. Overflowing water did lots of damage to adjacent walls, downstairs Men's Room and other equipment. Teresa is looking into possible deterrents to this happening again.

Gifts:

Public Comments: none

Adjournment: the meeting was adjourned at 4:50 by President Marilyn Jessup.

Next meeting: November 21, 2024

Respectfully submitted,

Kathleen Yankee (minutes taken by Robin Buchler)