

# District Library Board Meeting Minutes

March 6<sup>th</sup>, 2023

**Members Present:** Debbie Rickman, Toni Loutzenhiser, Lauren Marion, Kelly Zielinski, Shawn Wheeler, Erika McClintic, Charlie Mitchell

**Guests:** Library Director Ruth Kulman, Shirley Wood, Julie Miller and Chuck Bennett

Meeting called to order at 7:00 pm with the pledge.

## **Approval of Minutes:**

Motion by Shawn to approve February meeting minutes. Motion seconded by Kelly and all in favor. Motion for February minutes passed.

## **Pay the Bills:**

Motion by Toni to pay the bills except we will table Charlie's check for mileage. Motion seconded by Debbie and all in favor. Motion to pay the bills passed.

## **Treasurer's Report:**

As of January 31, 2023 \$62,996.97 and as of February 28, 2023 \$65,580.37.

## **Librarians Report:**

- The donated printer is having issues. The printer company can come and look at it, but it is \$150 for him to come look at it. Shawn messaged Jeff Liebler, he replied during the meeting and said he will send Tara down to look at it tomorrow, March 7th. He paid a \$300 service fee before he gave it to us so we want to make sure he knows it is having issues. Debbie made a motion to spend up to \$500 to fix the printer. Kelly Seconded, all in favor. Motion to fix printer passed.
- Baby station: \$294.00 – Toni made a motion to purchase and hire someone to have the baby station installed in the women's bathroom, Erika seconded, all in favor. Motion carried to purchase and install a baby station.
- Alex Bartle looked at the light on the corner of the building. To replace with the same light the cost would be \$240 a bit larger one would be \$320. Chuck offered to check with his dad at the school to see if they have any extra lights and to see if he and his dad can fix it.
- Mark and Dalton came in to set up our patron computers to the printers. Wires are needed to connect the Toshiba printer.
- March 7 from 4-6 at the country club in Lapeer the state of Michigan is going to talk about high speed internet.

- Workman's Compensation, Starting May 1<sup>st</sup> we need to get our own. It is \$308. Chuck is checking with Dave to see why we were not billed.

### **Strategic Planning:**

Members: this would ideally include three members from the board including Charlie. Chuck has volunteered to help with this.

What does this entail?

- Goals for the next 2-5 years
- Millage
- Grants: Once you lay out your goals, you choose what grants you want to apply for.

**Debit Card:** Toni will be going to Tri-County Bank to apply for a debit card. We are getting it to pay for QuickBooks.

**QuickBooks:** Put QuickBooks on the laptop so we do not interrupt library operations. Toni, Charlie, and Ruth will be doing a training on QuickBooks Payroll.

### **Old Business:**

#### **District Library**

##### 1. District Library

- a. Apollo –Progress: we are at 125 patrons with new library cards. We still have books that need to be uploaded but it is in the process of happening.
2. Sign in front: We do not have it in the budget right now, it is not a priority. Check the previous invoice from Randy Evans to get dimensions.
3. Keys: Come up with a spreadsheet that lists out who all has a key to the library.

### **New Business:**

#### 1. **White Pine Update:**

A. MEDC Building Grant

B. The Mayville Library has local artist painting on the walls, something to consider: Kelly talked to the art teacher at school and they are interested in doing art to hang in the library. Chuck is getting us a contact for his neighbor who does murals for Eastern Market.

2. Friends Group: They want to do the Easter egg fundraiser again.

3. Public Comments and Questions: Julie Miller heard a lot of compliments on the igloo from people out of town. Julie also suggested that each board member should come up with 5 ideas of what they think is important even if it is way out of budget. This will give us ideas for grants too.

**Mission, Vision, Motto:**

Debbie made a motion to pass the mission and the motto and continue working on the vision, Kelly seconded. All in favor, motion passed.

**Next Meeting:** April 3<sup>rd</sup>, 2023 at 7:00pm

Motion by Toni to adjourn at 7:54pm, seconded by Shawn Wheeler. All in favor. Meeting adjourned.