

## Library Board Meeting

Monday 8-2-2021

Members present: Debbie Rickman, Shawn Wheeler, Sharron Tebo, Charlie Mitchell. Absent was Melanie Robison.

Guests: Mayor Julie Miller, City Manager Clint Holmes, Librarian Shirley Wood and Toni Loutzenhiser.

Meeting called to order with the pledge at 7:02pm.

Toni is interested in joining our board to fill Bill Walters' empty seat. Sharron motioned to appoint Toni Loutzenhiser to our board. Motion seconded by Shawn, motion passed.

Reading and paying the bills. Shawn motion to pay the bills, and motion seconded by Sharron. Motion to pay bills approved by all. Treasure Report is as of now we have \$94,000 in our bank account. We had found the missing \$32.68 expenditure in July was an unrecorded charge for checks being reordered from the bank.

Vox Books are out and we had a discussion on putting a poster out advertising we have them. The thermostat was having trouble regulating and keeping temperature, Charlie adjusted and Shirley says it is better now. We have a rough profit/loss statement, but not fully finished for quick books.

Sign and awnings are complete and look good! \$85.00 was quoted to us to install a timer on our sign. Clint had discussed with us how turning the sign on and off actually is more wear on it than letting it stay on. As a group we then decided we do not think we need a timer.

Quickbooks is now usable on Shirley's computer. It now has almost all of the software we use now.

Krause Electric gave us a quote for new lighting of \$5,530.00 and could start around September. We had met with him and he gave us a run down on what he planned to do and we asked if he could look into a few other things as well. Debbie motioned to go ahead with Krause Electric for the job and motion seconded by Toni. All were in favor and motion passed.

Ann Seuryneck, attorney, will have something for us next week about the district library. The form was filled out by Charlie best he could.

Open house and possible fundraiser on hold for now to keep watch on covid numbers and things.

Drop box all set to use thanks to George Rickman helping get the safe open. Discussion on cutting George a check for his help and how if we had a locksmith come it would be around \$100 or more. Debbie abstains from the conversation and voting. Sharron motions to pay him \$50 and motion seconded by Shawn. All were in favor.

Book club had three meet last month, had a good discussion and meeting again on Aug. 25th.

We had a discussion on the audit. We discussed King and King and the increase of a new contract. Shawn made the motion to keep them and pay the \$900.00.

States Librarians Excellence Award is something Charlie has been working on. Charlie had sent an email to us with the form.

We need it finalized by the 13th of Aug. Also, he is formally going to ask a few city officials to write a letter for us.

Questions and thoughts brought up about if we are legally able to rent out the basement. No, since we have no ADA approved method to access the basement. A Bible study group had brought it up to Charlie. The top level could be used though. Sharron went to Imlay City Library and got papers that their attorney had made for their policy they use for renting out the building. Charlie is going to look it over for ideas for us. Open discussion on the elevator and lift and/or possibly a ramp.

Next meeting falls on the 6th of September, and this is labor day. Motion by Debbie to move the meeting to Sept 8<sup>th</sup>, a Wed. instead. Motion seconded by Sharron, and all in favor. Motion to adjourn by Shawn at 8:02 pm. Motion seconded by Toni. All were in favor to adjourn at 8:02 pm.