

## Library Board Meeting

Jan. 3rd 2022

**Members present:** Charles Mitchell, Debbie Rickman, Toni Loutzenhiser and Sharron Tebo. **Guests:** Lauren Marion from friends group and Librarian Shirley Wood

Meeting called to order with the pledge at 7:01pm. Motion to approve December meeting minutes was made by Toni. The motion was then seconded by Sharron and all in favor to pass the motion. Minutes approved for Dec. 2022. Paying the bills discussion, had an accidental double payment for the insurance. It was all taken care of. Shirley forgot it came out as auto pay. Motion to pay the bills for the month by Sharron. Toni seconded the motion and all in favor. Bills for the month paid.

Apollo didn't get to come in for the training yet. Book drop is still getting clogged. Talked about making a sign that says only one book should be put in at a time. \$109.00 has been sold by Shirley for the shirts and bags. We owe Lasser Impressions 900.00. Toni is keeping track of this. We currently have 72,533.35 in our checking as of December 29th. Charlie was able to reconcile Quick Books and found the missing 5,000. He had put something in a wrong month, and also a check that was written earlier cashed a few months later.

Clarks cleaning would like us to order more paper towels. Debbie is going to check how much they are to order online. Shirley printed up a page of peoples suggestions and we discussed them. Alex Bartle has been in contact with Charlie. He is busy and no new news yet. No new news on the cabinets or Apollo either. Budget committee talked, but did not get to meet. Proposed budget shown by Charlie. He wants to review and change some things. He hopes to have it done before the fiscal year. A Library of Michigan Grant was applied for and approved. Chrome books are coming, and we are not sure when they will be in. Talks about the Chrome books and having someone put protection on them so teens don't use them

inappropriately. Our zoom subscription was canceled. State Aid for 2022 went up \$2 million for libraries. We will get a share according to our population.

Ann is finalizing the District Library Agreement. We will do a zoom meeting with Ann to talk about this. King and King sees no reason why they could not do our accounting as well as our Audits. They would need more info before they give us an idea for what it would cost. Quick Books is also a way to do payroll. King and King also said they could help us figure out how to do this.

A group use procedure has been typed up by Charlie. It includes times and cost ideas for different rooms to be available. We had a long discussion on the procedures. Motion by Sharron to adopt the procedures as typed up by Charlie. Motion seconded by Toni and all in favor. Motion was passed. Toni came up with a procedure paper for how to use the grant given from Laser Impressions. All money that is made from the sales of the items need to go into Quick Books. Toni will also be handling all orders. We gave her a 500.00 spending cap to use before she has to consult with us. Debbie motions to accept these procedures. Motion seconded by Sharron, and all in favor. Motion passes.

Toni and Lauren are proposing opening up a coffee shop next door in Ron Marion's building. They asked to use our part of the drive thru so they could have a drive up window. We had a lengthy discussion on this. All of us would like to see it happen. Charlie thinks we should consult with Ann and maybe the bank to see what if any legal issues it brings. Also is going to consult with Clint Holmes.

Three of us members have terms expire this year, Debbie, Charlie and Sharron. We will get with City hall to see when we have to start petitioning. Next meeting is Feb7th. Sharron motions to adjourn at 8:30pm motion seconded Toni. All approve to adjourn, and the meeting was adjourned.