

District Library Board Meeting January 5th, 2023

Members present: Charlie Mitchell, Lauren Marion, Shawn Wheeler, Toni Loutzenhiser, Kelly Zielinski, and Debbie Rickman -- Absent: Erika McClintic

Guests: Mayor Miller and Library Director Ruth Kulman

Meeting called to order at 7:00 pm with the pledge. We read over our duties as trustees. According to the Library of Michigan Page they have lots of online training we can go check out. Mayor Julie Miller with the swearing us in and the oath of office. Debbie, Charlie, Toni, Lauren, Shawn, and Kelly we all sworn in and took the oath.

Motion by Shawn to approve November meeting minutes. Motion seconded by Toni and all in favor. Toni motions to approve December meeting minutes and was seconded by Lauren. All were in favor. Motion for Dec. Minutes passed.

Ruth indicated that Mr. Metzger and Mr. Blake, from the Brown City Public Schools, will be bringing the shop class up to put up the shelves in the basement.

Discussion on our by-laws: Motion by Toni to approve the District Library By Laws was seconded by Debbie. All were in favor, so motion passed. Open discussion on the district library's contract with Ruth. Motion by Shawn that was seconded by Lauren to approve Ruth's contract. Roll call vote goes as follows: Shawn-YES, Kelly-YES, Toni-YES, Lauren-YES, Charlie-YES, and Debbie-YES. 6 yes, 0 no and 1 absent Motion passed.

Election of trustee officers: Discussion on the treasure duties. Debbie nominated Toni for treasurer. Motion by Debbie was seconded by Shawn to elect Toni as treasure. Roll call vote is as follows: Kelly-YES, Shawn-YES, Lauren-YES, Charlie-YES, Debbie-YES, and Toni-YES. 6 yes and 0 no votes with 1 absence, Motion passed. It was noted that Sharron Tebo is no longer the assistant treasurer nor a member of the current board. We will be removing Sharron from the bank account and adding Toni as the primary signer.

The motion by Shawn to elect Debbie as assistant treasurer was seconded by Kelly. Roll call vote is as follows: Shawn-YES, Kelly-YES, Lauren-YES, Toni-YES, Charlie-YES, and Debbie-YES. 6 yes, 0 no and 1 absent motion passed. Debbie will be the alternate signer.

Motion by Toni that was seconded by Debbie to elect Lauren as secretary. Roll call vote is as follows: Shawn-YES, Kelly-YES, Toni-YES, Lauren-YES, Charlie-YES, and Debbie-YES. 6 yes, 0 no with 1 absent, motion passed.

Motion to pay the bills as presented by Shawn. Motion seconded by Toni and all in favor. Motion to pay the bills passed. As of November 28th we had \$66,529.71 in the checking. As of December 31st, we had \$63,787.45.

Discussion on King and King CPAS and our audit. Our building insurance went down from \$2,786.00 to \$2,458.00. We have a bid for a cleaner that will vacuum and mop for \$50 for 2 hours and add dusting for \$75.00.

New events are adult bingo and preschool story time. Ruth is working on building an igloo out of milk jugs for a fun reading space. We have new library cards to go with Apollo. Ruth produced a motto that states, Knowledge is growth. She also presented a vision.

Talks on the budget and the income vs expense. Discussion on the cleaning and what we can and cannot afford. Meeting running long, motion by Charlie to extend the meeting past 9 pm seconded by Toni all in favor. Motion passed. It was suggested to start a trial basis for the two-hour cleaning price of \$50 for a two-month period. Motion by Toni Seconded by Kelly to approve the budget for 2023. All in favor of passing the budget so motion passed.

Tabling the ideas for a new printer and the new chair upholstery. Shawn, Lauren, and Ruth plan to attend the rotary club to get help with things we need but may not be able to budget for. Apollo is a go just waiting for cards to come in. Hoping to be all set by Feb. 4th.

Next meeting is set for Monday Feb. 6th, 2023. Motion by Toni to adjourn at 9:33pm. Motion seconded by Shawn and all in favor. Meeting adjourned.