

## Petoskey District Library

### Board of Trustees Meeting Minutes January 25, 2024

Meeting called to order at 5:00 pm by President Kim Block

**Present:** Kim Block, Ann Ingles, Mike Atchison, Amy Janssens, Quintin Janssens, Trevor Nelson, and Val Meyerson (Library Director). Quorum requirements met.

**Agenda** approved by consensus.

**Minutes from the November meeting** approved by consensus.

#### **Approval of November and December bills:**

- Kim asked about the fund balance after construction bills are paid. Val responded that the fund balance will be higher than anticipated, mostly due to increased revenue in 2023.
- Ann asked Val for a final report on construction expenses after all bills are paid. Val agreed to provide this to the board and that the 2023 books will not be closed until February.
- Bills approved by consensus.

**Treasurer's report:** Treasurer Nelson referred the board to the reports in the packet.

**Friends of the Library report:** Ann Lewis presented on behalf of the Friends.

- The ongoing book sale is going well.
- The next Carnegie program is the Interfaith group on Feb 26. Other upcoming events:
  - Family Literacy night: Feb 13
  - Staff appreciation: Feb 14 - 15
  - Cabin Fever book sale: Mar 2 - 9 (Everything ½ price)

**Director's report:** Val referred the board to her written report, which was provided in advance of the meeting, and highlighted the following:

- GRT update: Alex left, but Dana Frank will be taking over.
- Construction update:
  - The ramp handrail is ready to be installed. Just waiting for them to come back and do it.
  - Mason coming back to fix threshold under main door
  - OHM created a punch list that needs to be finished
  - A few small concrete items remain and will be done in the spring
- Highlighted Northland Cooperative annual report.
  - Ann asked about postage to Beaver Island. Val explained that we are the interloan provider for B.I. The Coop reimburses us for the postage.
- UNIQUE report - collection agency. Val stressed the value they provide.

- Kim asked Val about the current small claims court claim and about using this court in general. Val explained that this is the library's first time and updated the board on the current case.
- New Year's Eve 2024 - Val wants the library to be closed that day so they can better staff the NYE night event.
- Kim appreciates that the staff is getting money to spend on library logo wear.
- Amy is impressed with the new Tween space.
- Kate is going to join Val in attending the Connecting Women in Business events so we have representation at each session.
- Kim asked about \$3500 placeholder in proposed tech budget . Val explained.
- Val explained the Virtual Reality item on the wish list as a way to introduce kids to different careers. Not sure how to implement yet. May team up with high school.
- Mike asked Val if she felt better about the construction project now that it is almost complete. Val responded that she is still uncomfortable with our financial position but is glad that we did it because, once construction began, it became even more apparent how necessary some of the repairs were from both a public safety standpoint and to prevent further damage and deterioration to the building.
- Quintin asked about the \$5k solar power item in the tech worksheet/wishlist. Val explained that this is for solar umbrellas that would power outlets outside.
- Kim asked Val about her goal # 3 re: Tween Space. Val explained that they are going to solicit ideas from tweens about what they would like in the space.
- Amy asked for clarification on the parapet and roof and water damage issues. Val explained the repairs and current status.

#### **Board Comments:**

- Amy appreciates the reports generated by staff after attending learning opportunities.
- Trevor requested that Donna Smith be acknowledged for years of service coordinating the staff in providing quarterly noon meals for the weekly meal program at the church. Val agreed.
- Amy is glad that the library is able to support the Presbyterian meal ministry.

**Unfinished Business:** None

#### **New Business:**

- **Display Policy update:** Val explained changes. Passed by consensus.
- **New Policy on Solicitation within library:** Val explained. Ann made motion to approve. Trevor seconded. Vote taken. Passed unanimously.
- **Face mask policy update:** approved by consensus
- **Pandemic protocol policy update:** approved by consensus
- **MOU with CTAC:** Val explained changes. Amy moved to approve. Ann seconded. Passed by unanimous vote.
- **2023 Year End Review:**
  - Val referred to 2023 as a "great year". Metrics almost back to pre-pandemic levels.
  - Mike asked about Overdrive and digital lending. Val explained.
  - Carnegie getting lots of use and new rental protocols working well
  - Notary service way up

- Computer use up
- Val explained the display schedule
- Program list:
  - Val explained how they discuss and choose offerings.
  - Program survey happening in next couple of months
- Val explained how she is sharing the annual usage and operating revenue report with the townships and meeting with the township supervisors to encourage them to put library funding on their ballots this fall. Val putting together a ballot initiative committee soon to support this

**Public Comments:** none

**Adjournment:** Meeting adjourned at 5:41 pm by Kim Block

Submitted by Mike Atchison, Secretary