

Petoskey District Library

Board of Trustees Meeting Minutes: February 24, 2022

Call to order at 5:03 by President Ann Ingles

Present: Kim Block (Petoskey), Ann Ingles (Petoskey), Trevor Nelson (Petoskey), Mike Atchinson (Petoskey), and Val Meyerson (Petoskey) (Library Director). Amy Janssens (Petoskey) absent. (Quorum requirements met)

Agenda Approved: No changes.

Minutes Approved: No changes.

Bills Approved: No changes.

Public Comments: None.

Treasurer's Report:

- Val pointed out that the balance sheet was incorrect and did not show the fund balance. We will get an updated spread sheet from Audrey in the next few days.
- Mike asked about the negative cash line under 3 Assets valued at -\$123,148.81. Val explained that revenues (winter taxes) have not been deposited yet. The next balance sheet should show the deposit.
- Mike asked about the collection referral fee which Val explained was the \$13 fee patrons pay when sent to collection.

Friends of the Petoskey Library (Ethel Larson via Zoom):

- The Carnegie program Monday night (3/1/22) will be at 7:00 pm at the Presbyterian Church. Attendees will learn about the History of the Presbyterian Church of Petoskey.
- The annual Cabin Fever sale will run from March 1-8 when used books will be half off. The October 2022 fundraiser, Night at the Library, is still being discussed and organized.

Director's Report (Val Meyerson):

- The library's inservice was in-house run by the staff.
- The library is focusing on safety and emergency protocols. Random fire drills will occur.
- Val will attend township meetings in the next few months as her annual visitation and update. She included a schedule and encouraged board members to join her. She may do a small presentation on how books are chosen and removed from the collection.
- Val said the photo shoot for the marketing plan is done and she will wrap up with the designer this spring.
- The newsletter will come out in March.
- Petoskey will buy digital workforce material content (retraining, resume writing, job applications, new career education) through the consortium who received an ARPA grant of \$130,000 (federal gov.).
- Eagle Spirit Dancers will be at the library on March 9 where patrons can also receive one of the 300 copies of Harjo's *An American Sunrise*.
- Six patrons are using bibliobag.
- A full time circulation position was posted and some people may end up changing job duties

due to this.

- The annual report did not get done yet but will be included in March's meeting packet.
- Statistic numbers jumped up and the library has been very busy after school and other times during January. Digital resources like ancestry did go down.
- The ice sculpture blew down in the storm (lasted one day) during Winter Wonderland weekend.
- Family literacy night was a success although lightly attended (2 families). Tina Berry (seamstress) showed family members her sewing machine and gave lessons.

Board Members' Comments: None

Unfinished Business:

Student Trustee

- Kim reported that a process was created to find a student representative. Packets and flyers will be sent to the high school and posted in the library in March. Applications are due May 1 when Val, Kim, and Nisa will read and evaluate them. Mike agreed to help interview potential representatives along with Amy in mid-May. The board will vote at the May meeting and the new trustee will start in June for his/her year term.
- The process was approved by consensus.

New Business:

Consensus

- Ann revisited the procedure of consensus found in Robert's Rules of Order. Consensus does not need to be unanimous but no one should object. The process is quicker since motions do not need to be made. This is good for smaller groups where everyone can see each other. It was adopted five years ago. One can always make a motion if one disagrees or cares to. Everyone agreed to continue this process.

Opioid Antagonist Policy

- Staff have been trained to administer Naloxone in nasal spray format. Staff will not be libel and a patron cannot be hurt by this medicine. The board approved this policy by consensus.

Capital Building Assessment

- Val researched C2AE, Nealis (TC), and OHM (local) as possible firms to work with. She felt Nealis could not do everything we wanted and C2AE was more focused on architectural changes. OHM has worked with Boyne City successfully and could also act as a general contractor or help connect us to a contractor when we are ready so she recommends this company. This would cost \$24,000. The Friends will help finance this project.
- Kim motioned to accept the OHM proposal and Trevor seconded it. It passed unanimously.

Director's evaluation and raise

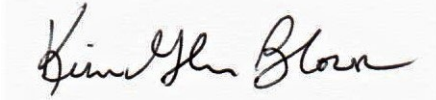
- Val thanked the board for their kind words. The board agreed to her 2022 eight goals.
- The library staff received a 7% raise to cover the cost of inflation this year. Ann recommended a 7% raise for Val as well. Usually she received 2% like the city does for other employees.
- The raise was approved by consensus.

Website Proposal

- Val recommended that the library uses esolutions as its web designer. It is expensive (\$43,890) with an annual fee of \$3500. However, she and the committee found it superior to its competitors. It was within \$5000 of the others.
- Staff will be trained to write for the web when they migrate the information. Findability will greatly increase. The process will take 4 to 6 months; they will plan, design, build, migrate, test, and go live. The library has 30 days after going live to make fixes.
- Mike motioned to hire esolutions group for the westie design project. Trevor seconded it. It passed unanimously.

Public Comments: none

Adjournment: Ann adjourned the meeting at 6:24.

A handwritten signature in black ink that reads "Kim Block". The signature is written in a cursive style and is placed on a light gray rectangular background.

Submitted by Kim Block