

PETOSKEY DISTRICT LIBRARY
Board of Trustees Meeting Minutes
July 24, 2025

The meeting was called to order at 5:00 pm by President Kim Block in the fireplace room at the Carnegie Building.

Present: Kim Block, Laura Dinon, Ann Ingles, Amy Janssens, Trevor Nelson, Moira Donahoe (student) and Val Meyerson (Library Director)
All Board members were present.

Agenda: The agenda was approved by unanimous consent.

Public Comment: None

Approval of Minutes: The minutes of the regular meeting of June 26, 2025 were approved by unanimous consent.

Approval of Bills: Payment of the June 2025 bills was approved by unanimous consent.

Treasurer's Report on Financial Statements: Trevor stated that the finances still look good.

Reports:

- Friends of the Library - There was no FOPPL representative present due to the book sale being in progress.
- Comments/questions from Township Representatives - Garrett Muir was present, representing Bear Creek Township, but had no comments.
- Director's Report - Val had provided a written report. She stated that she is focused on keeping the strategic planning moving forward. Val reported that there have been two additional leak issues in the building, and she will be filing an insurance claim. The city received a grant to evaluate the Carnegie building and windows and will possibly be able to improve the condition of some of the windows. Kim asked if some windows are replaced will we

have to replace others to match. Val stated that the goal is to seal the windows and maintain historic integrity and that the city is taking responsibility for the cost.

Board Members' Comments - Ann stated that she especially appreciated Megan's report on the U.P. History Conference and was happy someone was able to attend. Amy expressed her gratitude for Steve's passion for his job and getting things accomplished.

Unfinished Business: There was no unfinished business.

New Business: Kim requested the agreement of Board members to discuss all six items listed as New Business at the same time since they all have to do with money and the budget and are interconnected. All Board members agreed verbally to that process. Discussion. Concerns included not having enough money in the near future to complete a list of building improvements suggested in the OHM Facility Assessment Report from May 2022 or funding to refresh the decor and update some areas of the building. Val reminded everyone that money for improvements would come out of the capital fund and that when the building bond is paid off in 2028 there will be more money in the capital fund, plus the opportunity to sell new bonds. She stated that she is still working on the strategic plan for the building.

1. New Job Description

*Laura moved and Trevor seconded to approve the proposal to create an Assistant Director position at the library. Motion carried unanimously.

2. Longevity Pay Proposal

*Ann moved and Laura seconded to approve the proposal to update staff longevity payments as presented. Motion carried unanimously.

3. Wage Scale Proposal

*Laura moved and Kim seconded to approve the new 3-year wage scale for the years 2026, 2027, and 2028 as proposed. Motion carried unanimously.

4. Wellness Committee Recommendations

*Trevor moved and Laura seconded to approve the recommendations from the Wellness Committee as presented. These recommendations stem from the Strategic Plan Priority 3: Care of Staff. Motion carried unanimously.

5. Further Discussion of 2026 Budget

No action was taken at this meeting.

6. 2025 Budget Amendment Discussion

*Amy moved and Trevor seconded to amend the 2025 budget as requested to include \$30,000 of revenue from grants received and \$155,000 in capital outlay expenditure for the new roof. Motion carried unanimously.

Public Comments: There were no public comments.

Adjournment: The meeting was adjourned at 6:12 PM.

Board members then had a brief tour of the Carnegie building.

Respectfully submitted,
Ann Ingles, Secretary