

## Petoskey District Library

### **Board of Trustees Meeting Minutes November 21, 2023**

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

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

**Absent:** Trevor Nelson

**Agenda** approved by consensus.

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

#### **Approval of October Bills:**

- Ann asked about GRT tutoring costs. Val explained that the library pays and then is reimbursed by the school.
- Bills approved by consensus.

**Treasurer's report:** President Block noted that Treasurer Nelson is absent and referred the board to the reports in the packet.

**Friends of the Library report:** Sue Moffat presented on behalf of the Friends.

- The Friends will be hosting their Candy Cane Village at the Carnegie Bldg for the upcoming downtown open house. They have about 300 books available to give away at the open house, and expect to give away around 180 books.
- The ongoing book sale is going well.

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

- Construction update: Only the pavers and handrail (ramp) are left to do. Kim asked about contingencies. Val confirmed that they are pretty much used up.
- Val met with Claire M., the legal librarian at the Library of Michigan, regarding converting the Student board member into a voting board member. We can't do it because to be a voting board member you must be eligible to vote in Michigan.
- Val emphasized the value of having a student voice on the board even if they can't vote.
- 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.
- Amy asked for clarification on the parapet and roof and water damage issues. Val explained the repairs and current status.
- Kim asked if either GCS or OHM will inspect the heat trace and snow melt system once winter hits. Val explained that they would not, but that these systems were tested when installed.

- Amy asked why Overdrive usage is up so much. Val explained that she believes this is due to recent improvements in the platform and a growing understanding of how to use it by patrons.

**Board Comments:**

- Amy made the following comments:
  - She is pleased with the management team's many initiatives and the Harbor Hall flyers, which also serve as limited-use library cards (can check out books from PDL).
  - She and her family have really come to appreciate the Overdrive system.

**Unfinished Business:** None

**New Business:**

- **Library board emails:** Val explained the FOIA requirements and the option for the board to use a library email address through the staff portal as a way to comply.
- **Reciprocal Borrowing Agreement (Northland):** Updated agreement approved by consensus.
- **2024 board meeting schedule:** Board agreed to change the March meeting date to Tuesday March 19th due to spring break. Revised schedule approved by consensus.
- **2024 library closures schedule:** Board approved by consensus.
- **2023 budget amendment:** Val explained the amendments to the following budget line items: Capital Outlay, Contracted Services, and Full-Time staff. A motion to approve the budget as amended was made by Ann. Seconded by Amy. Passed unanimously.

**Public Comments:** Holly A. appreciates the consistency of moving the meetings from Thursdays to Tuesdays when a move is necessary.

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

Submitted by Mike Atchison, Secretary