

**Petoskey District Library**  
**Board of Trustees Meeting Minutes**  
**February 27, 2025**

The meeting was called to order at 5 PM by Vice President Amy Janssens.

**Present:** Amy Janssens, Trevor Nelson, Ann Ingles, Laura Dinon, and Val Meyerson (Library Director)

**Absent:** Kim Block and Brady Olson (student)

**Agenda:** Val requested two additions to the agenda: review of the Makerspace policy and discussion of the roof RFP. The agenda with additions was approved by unanimous consent.

**Public Comments:** none

**Minutes:** The minutes of the January 23, 2025 regular meeting and of the January 24, 2025 retreat were approved as presented by unanimous consent.

**Approval of Bills:** Payment of the January bills was approved by unanimous consent.

**Treasurer's Report on Financial Statements:** Trevor stated that everything is looking good and that property taxes have been received from the townships.

**Reports:**

- Cindy Zipp reported from Friends of the Library that the group had provided a brunch for staff on February 13 and had contributed funds for the new meeting pod located on the second floor. She stated that the annual Cabin Fever Sale in the used book store will take place March 2 - 8 and that the Friends are still considering a fall 2025 date for the Night at the Library fundraiser.
- Garrett Muir representing Bear Creek Township said he had nothing to report.

At this point the meeting was paused briefly at the arrival of City Clerk Sarah Bek who administered the oath of office to new board member Laura Dinon.

**Director's Report:** Val had provided a written report. She added that the new meeting pod is all set up and the final step is to add it to the electronic space reservation sign-up, making it available for public use. She also directed attention to the new service statistics graphic included in the meeting packet. Val expressed an interest in having another meeting with Bear Creek Township officials, as these meetings have been productive in the past. She will contact Kim about attending; Ann volunteered to attend if Kim is not available.

**Board Members' Comments:** Amy thanked Laura for joining the library board.

**Unfinished Business:** none

**New Business:**

- **Director Evaluation:** Amy reported on the annual evaluation of the Library Director conducted by the Board in February. Val received "Excellent" ratings in all categories and board members expressed great appreciation for her leadership. Amy thanked Val for her direction and care.
- **Director's Goals:** Further discussion is needed to confirm the Director's official goals for the coming year. Val provided the following suggestions:
  1. Complete the strategic planning process
  2. Complete succession plan for Library Director
  3. Complete succession plan for Technology Manager
  4. Select 1-3 goals from the Strategic Plan
- **Policy Review - Computer and Internet:** Val pointed out the minor changes recommended for the policy. \* Moved by Laura and seconded by Trevor to approve the changes to the Computer and Internet policy. The motion was carried unanimously.
- **Policy Review - Makerspace:** Val recommended some price changes. \*Moved by Laura and seconded by Ann to approve the changes to the Makerspace policy. The motion was carried unanimously.

- **New Student Trustee:** Val pointed out that it is time to start the process of choosing a student trustee for the next school year. The information outlining the process was included in the agenda packet for this meeting. Val will get the information out to the schools. In May we will need two board members designated to conduct interviews. There was discussion about how to get out the word to students about this opportunity and how to make the opportunity more attractive.
- **Roof RFP:** A draft RFP was included in the agenda packet. Steve Solomon, Facilities Manager, put the draft together. Val is looking for a consultation with an engineering company. A preliminary quote for the roof replacement was \$170,000. The plan is to begin advertising for proposals as soon as possible with a deadline of April 10, when there will be a public bid opening. Board acceptance of a bid would then take place at the April 24 regular meeting. \* Trevor moved and Laura seconded to put out the RFP for the roof replacement. The motion was carried unanimously.

**Public Comments:** Garrett Muir of Bear Creek Township commented that he thinks a two year term for student board members is interesting.

Amy adjourned the meeting at 5:31 PM.

Respectfully submitted,  
Ann Ingles, Secretary