

Petoskey District Library

Board of Trustees Meeting Minutes January 23, 2025

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

Present: Kim Block, Ann Ingles, Mike Atchison, Amy Janssens, Brady Olson (student), 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:

- Ann asked about the ad for CTAC. Val explained that the ad was in the concert series brochure.
- Amy asked about the John E Green bill. Val explained that this is for regular HVAC maintenance.
- Amy asked about the outdoor furniture expense. Val explained that this is a bench by the Bell door and that the funds were donated. Kim asked the if the board needs to approve cash donations. Val explained that board approval is only needed for art donations.
- Approved by consensus.

Financial Statement review - Preliminary year-end financial review.

- Val went over the report that was included in the board packet and explained that there are some numbers still to come in and that some of the figures will change before the final reports are completed in February.

Friends of the Library report: Karen Cole from the FOL board presented on behalf of the Friends.

- 2024 book sale revenue was up over 2023.
- The Cabin Fever book sale is coming up in early March. Books will be half the normal price.

Township comments: Garret from Bear Creek was present and:

- Pointed out a typo in the minutes from the November meeting.
- Asked about the ROI figure for BCT. Val explained how it is calculated.
- Asked about the increase in Overdrive magazine usage. Val explained that it is still a relatively new offering and that it should level off soon.
- Mentioned the new building on Click and that there may be a drop box place there. TBD.

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

- Val will be presenting at an upcoming conference on outreach.
- Highlighted the efforts to fix the fire door and explained the purpose of the door. Also updated the board on the recent maintenance of the fire suppression system.

- Val reiterated how valuable of an employee Steve has been (the facility manager).
- Brady asked about the roof repair. Val explained that Lake Effect did the patch and will probably bid on the replacement work, and that she and Steve are working on the RFP for the roof replacement.
- Val asked the board if the library can close at 3 pm on Saturday April 19th to begin the carpet cleaning a little early to allow adequate drying time. Kim made a motion and Ann seconded. Vote taken. Passed unanimously.
- Service statistics report- Val explained the new graphical report.
- **Update on Director's Goals:** Val updated the board on her progress on the 2024 annual goals for the Director. A report was included in the board packet. Val explained that new goals will be set by the board in February.
- Val has been doing "stay interviews" with staff to find out what they like about their job. This has been informative.
- **Year-End Review**
 - Val highlighted the report she provided in the board packet.
 - Discussed the popularity of Hoopla
 - Walked the board through the NLC co-op services/payment spreadsheet.
 - Amy asked about the ROI for city and townships. Val explained the calculation.
 - Val highlighted the Impact Year challenge for the board.

Board Comments:

- Kim and Amy thanked Mike for his board service. (This is his last meeting.)
- Amy thanked the Strategic Planning Committee for all their work to-date
- Amy expressed appreciation for the availability of the Carnegie Space for community groups

Unfinished Business:

- None.

New Business:

- **Board Officer Election:** After a brief discussion, the following slate of officers was proposed:
 - President: Kim Block
 - VP: Amy Janssens
 - Treasurer: Trevor Nelson
 - Secretary: Ann Ingles
- Amy moved to approve the slate of officers as proposed. Trevor seconded. Vote taken. Passed unanimously.
- **Personnel Policy: Holiday Pay**
 - Val explained the changes. No discussion. Amy moved to approve. Mike seconded. Vote taken. Passed unanimously.
- **Discussion / Question about Strategic Planning Board Retreat**
 - Val explained how tomorrow's meeting/retreat will be conducted.

Public Comment: Garret asked a question about the roof repair. Val answered. Garret asked about the Easter Sunday library closure. Val responded.

Adjournment: Meeting adjourned at 6:05 pm by Kim Block

Submitted by Mike Atchison, Secretary