

September 10, 2026

Luther Area Public Library

August 13, 2026 minutes

Call to Order: 4:48pm

Members Present: Theresa, Pam, Donna, Sue, Kim, Julie

Visitor Comments: None Present

Approving Agenda: July 2026: Donna - motioned, Sue seconded

Treasurer's Report: July 2026: Pam - motioned, Sue seconded

Librarian's Report: July 2026: *Theresa is the director. Assigning Anthony and Gracie to taking over the summer reading program. Ideas will all go through Theresa and then to the board for approval. One idea suggested is to have adults volunteer to read; esp. with struggling readers. Pam - motioned, Sue seconded

Old Business:

Laughlin hours: *spreadsheet presented listing area library holiday days that are paid

Because Ann was absent there was no report from the other libraries in how they budget (hours/pay/holidays/billing). All we have is the spreadsheet from May.

Are we changing our holiday pay? We currently pay for 6 holidays (New Year, Memorial, July 4th, Labor, Thanksgiving, and Christmas Day) at 5hrs/day. When we close for a holiday we pay for 5hrs yet our employees work for 7hrs so they are losing 2hrs of pay on a holiday.

Donna stated that this needs to be an amendment to policy for our September 2026 meeting for a roll call vote. Theresa will write the proposal to policy.

Vacation- after 1 year an employee receives 1 week vacation and for each added year a week is accrued. This vacation time is a "use it or lose it" policy. There is sick leave as well: for every 30 hours an employee receives 1 hr. of sick leave. This is law and cannot be changed. *Theresa will be out in November for 3 weeks. This puts an undue burden on the rest of the employees. Discussion was held regarding an employee taking vacation in an extended stretch. Should we put stipulations on this?

Bereavement time was discussed.

Personnel Policy: Theresa is writing a proposal to submit at the September 2026 meeting.

Mileage: The library budget pays for all mileage. Theresa proposed that the mileage should not be paid within the district. Pre-approval is needed. The director should not be paid mileage to do her job. She should clock in when attending a meeting for library business but receive no mileage reimbursement.

Square: we are going forward with getting a debit card that Theresa will be the sole carrier. Purchases can be tracked.

Townships

Donna presented the minutes for September 4, 2004 that states ALL townships have a vote. A copy of the Sept. 4, 2004 minutes was dispersed to members.

NEW BUSINESS

Generac/GoFundMe:

Lakes of Fire raised around \$5400 through a GoFundMe however the library needs a GoFundMe acct. to receive this donation. Theresa is requesting a dummy account to receive this donation (vs our main acct to avoid any potential issues). A money market acct. Requires a \$2500 balance be maintained at all times so that was voided as an option.

Roll Call vote: Kim, Sue, Pam, Donna and Julie all approved to open another account with LOSB specifically for donations authorized signatures Treasurer Kimberly Pendley and Director Theresa Laughlin

Makerspace area:

This would be an area set aside in the library for crafts such as a circuit maker, embroidery machine, sewing machine, painting, button maker, laminator, etc. Theresa is asking the board for review of a permission slip/ liability form. Suggestions were

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made to the form and Theresa will make the revisions to present at the September 2026 meeting.

Camera:

Our security cameras do not work. Updates are needed for liability and safety reasons. Cameras for the inside and outside of the building are needed. Discussion was held that once the generator is paid for we may have money to use towards security cameras. Also, the Baldwin Rotary club may have money to donate/grant to us for this cause.

*Mid-Michigan Library League Conference: Tuesday, September 15, 2026 at Caberfae Peaks from 10am - 3pm.

Trustee Comments: none

Budget Amendments: none

Next meeting: September 10, 2026

Respectfully submitted

Julie Riggs