

**LUTHER AREA PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF REGULAR BOARD MEETING
Thursday, October 14, 2021
115 State Street
Luther, MI 49656**

CALL TO ORDER

President Langenburg called the meeting to order at 4:40 p.m.

Present:	President:	L. Langenburg
	Secretary:	K. Frankfort
	Treasurer:	D. Long
	Trustee:	K. Goodlein
	Director:	A. Shank

Absent:	Vice-President:	J. Trimberger
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VISITOR COMMENTS

None.

BOARD COMMENTS

None.

APPROVAL OF MINUTES

Regular Meeting of September 9, 2021.

Motion and seconded made by Treasurer Long and President Langenburg to approve the regular meeting minutes of September 9, 2021.

All in Favor:	(4) AYES – Frankfort, Goodlein, Langenburg, Long
	(0) NAYS

Motion Carried

TREASURER'S REPORT

Motion and seconded made by President Langenburg and Secretary Frankfort to approve the Treasurer's Report as corrected.

All in Favor: (4) AYES – Frankfort, Goodlein, Langenburg, Long
 (0) NAYS

Motion Carried

LIBRARIAN'S REPORT

Director Shank confirmed her written report and added the following:

- They provided a lot of passive programs for September so patrons could maintain social distance.
- An October movie program is scheduled.
- They are having staffing issues. The new librarian quit; they have placed advertisements in the *Cadillac News* and *The Lake County Star* as well as posted the position on the Library's Facebook page and Website. They will soon begin reviewing applications as well as re-examine applications from the original posting in early summer. Although Jody is now a casual employee and has worked since retiring, she is temporarily unable to work. Therefore, while the library is still open for its normal hours, only one person will be working at certain times.
- The Budget spreadsheet and September Income and Expenses statement don't match up and Director Shank made a full explanation of the accounting discrepancy and wanted it placed in the minutes for auditing purposes. In July the Treasurer wrote a check for \$165.00 to purchase stamps. The stamps were not purchased and the check was held to purchase them at a later date. The \$165.00 was debited as an Office Expense on the Budget Spreadsheet. The Treasurer added the \$165.00 back into the Income on the September Income and Expenses Statement and voided the check in October. Director Shank, conversely, credited the amount back to the Office Expenses line. In summary, The Director had credited the money to the Office Expense whereas the Treasurer had credited it to the Income.

Motion and seconded made by President Langenburg and Trustee Goodlein to approve the Librarian's Report as presented.

All in Favor: (4) AYES – Frankfort, Goodlein, Langenburg, Long
 (0) NAYS

Motion Carried

OLD BUSINESS

Regarding the COVID Response Plan Update, Motion and seconded made by President Langenburg and Secretary Frankfort to accept the Epidemic/Pandemic Policy as the new update.

All in Favor: (4) AYES – Frankfort, Goodlein, Langenburg, Long
(0) NAYS

Motion Carried

Because the back door presents problems with locking and the bottom of the door appears rotten it was decided that Director Shank should obtain replacement estimates for all four doors. Director Shank said that the companies she has called say they either are too busy or don't have the employees. She has additional leads and will continue the search.

NEW BUSINESS

Director Shank would like to ask the Pine River shop class to make five more Little Free Libraries. She wants to place them in townships closer to the library. Several locations were discussed such as Bristol Store, Carrieville Gas Station, campgrounds, and churches with food pantries. When Director Shank publishes the November Community Newsletter she will include a post asking the public if they have suggestions for potential locations.

TRUSTEE COMMENTS

None.

BUDGET AMENDMENTS

To pay for the new roof:

Motion and seconded made by President Langenburg and Trustee Goodlein to:

- Increase Receipts, line 13, Checking/Fund Balance (Column D) by \$21,970.00; for a new total of \$23,100.00 and
- Increase Expenditures, line 16, Building Maintenance (Column D) by \$21,970.00; for a new total of \$26,970.00

**Roll Call Vote: (4) AYES – Frankfort, Goodlein, Langenburg, Long
(0) NAYS**

Motion Carried

Adjustment to Mid-Michigan Library League/Dues:
Motion and seconded made by Treasurer Long and President Langenburg to:

- Decrease Expenditures, line 6, Supplies Exp. (Column D) by \$200.00; for a new total of \$1,800.00 and
- Increase Expenditures, line 18, Mid-Michigan Library League/Dues (Column D) by \$200.00; for a new total of \$2,200.00

**Roll Call Vote: (4) AYES – Frankfort, Goodlein, Langenburg, Long
(0) NAYS**

Motion Carried

Adjustments for Grants/Endowment Receipts:
Motion and seconded made by Treasurer Long and Secretary Frankfort to:

- Increase Receipts, line 12, Grants/Endowment (Column D) to \$5,650.00 and
- Increase Expenditures, line 19, Grant Expenditures (Column D) to \$4,800.00 (the amount of approved grants received)

**Roll Call Vote: (4) AYES – Frankfort, Goodlein, Langenburg, Long
(0) NAYS**

Motion Carried

NEXT MEETING DATE

November 11, 2021 at 4:30 p.m.

ADJOURNMENT

Motion and seconded made by President Langenburg and Secretary Frankfort to adjourn the meeting at 5:30 p.m.

Respectfully submitted,

Karin Goodlein, Trustee