

# Luther Area Public Library

## Board Minutes, March 10, 2022

The regular board meeting was called to order by President Lois Langenburg at 4:30 pm. There were no guests.

Present were Lois, Kees, Karin, Donna. Library Director Amy

### **Minutes**

Minutes were approved, with correction regarding the wording concerning the vote on not adding mental health training for staff. Corrections will be made to clear up confusion.

Motion Lois, second by Kees

### **Treasurer's report**

Report was reviewed and approved. Motion to accept by Lois. Second by Kees.

All in favor,

Lois	Yes
Kees	Yes
Karin	Yes
Donna	Yes

### **Library Director's report**

Several grants have been received. These focus mostly on computers and related equipment.

With the easing of Covid restrictions, more activities are planned at the Library.

Got a quote from Advanced Mechanical for a new thermostat \$246.

Motion to approve quote and have work done up to \$300.

All in favor,

Lois	Yes
Kees	Yes
Karin	Yes
Donna	Yes

Amendments to the budget were proposed.

Decrease Exp. Line 11 by \$1,500

Increase Exp. Line 3 by \$1,500

Motion by Lois and second. Karin

All in favor,

Lois            Yes

Kees            Yes

Karin            Yes

Donna            Yes

Approved

We will close Apr. 15 & 16

Motion to close for Good Friday and Easter Saturday by Donna, and second by Karin

### **Old Business**

The Personnel Committee met to review a complaint from a patron of the library.

Funds were moved in the budget to deal with employee benefits. Refer to the budget.

Line 23 wages were increased and

Line 26 expenses were decreased.

Motion to approve budget changes as printed in the agenda were by Lois, second Karin

All in favor,

Lois            Yes

Kees            Yes

Karin            Yes

Donna            Yes

Motion was made to close the meeting to discuss recommendations from the Personnel Committee by Lois, second by Kees.

Motion to reopen meeting at 5:10 pm. Lois, second Kees

Motion to accept Personnel Committee recommendations on employee benefits by Lois, second by Karin.

All in favor,

Lois            Yes

Kees            Yes

Karin            Yes

Donna            Yes

### **New Business**

Donna asked about survey info and possible names for a new board member.

Will follow up with a call to see if a person is interested in joining the board.

Survey included other ideas of ways the library can offer additional services, such as computer lessons, craft classes. Etc.

Motion by Lois to adjourn 5:15 p.m.

Submitted by  
Kees Frankfort

Luther Area Public Library  
3/1/22 thru 3/31/22

Checking Balance 3/1/22

\$174,099.33

income

3/2	cp/tx - 53.25 bk - 5.25 fnd - 24.00 Y bags - 80.50 B bags - 122.50 plot - 30.00 dona - 1.05	316.55	
3/9	cp/ - 13.55 bk - 23.00 fnd - 5.00 Y bags - 42.00 B bags - 200.00 pi bk - 30.00	313.55	
3/23	cp/fn/tx - 31.75 bk - 28.00 lam - 1.00 fnd - 25.50 Y bags - 77.00 B bags - 162.50 dona. 1.00	326.75	
3/31	LOS B - interest	<u>7.30</u>	
		964.15	+ 964.15

expenses

#5410	3/2 ATT	231.38
11	3/2 T. Laughlin (program) <sub>exp</sub>	23.40
12	3/2 Chase Card (books)	198.52
13	3/4 A. Shank 37 hr (499.50 - 30.97 - 7.24)	461.29
14	3/4 T. Laughlin 33.5 hr (368.50 - 22.85 - 5.34) 2 hr (20. - 1.24 - .29)	358.78
15	3/4 S. Hillman 23 hr (276 - 17.11 - 4.00)	<u>254.89</u> 1528.26

		Carry over	1528.26	
5416	314	G. Davis (2x shovels)	30.00	
17	317	CLS (rugs)	55.62	
18	310	D. Long	73.88	
		Mar meet - (80 - 4.96 - 1.16)		
19	310	Woodland Library Coop (poster)	17.00	
20	3118	A. Shank	473.75	
		38 hr (513 - 31.81 - 7.44)		
21	3118	S. Hillman	271.51	
		24.5 hr (294 - 18.23 - 4.26)		
22	3118	T. Laughlin	402.65	
		36 hr (396. - 24.55 - 5.74)		
		4 hr (40. - 2.48 - .58)		
23	3116	Xerox (copier)	136.68	
24	3123	Consumers	177.14	
25	3123	Advanced Mechanical (thermostat)	246.42	
26	3125	Chase Card (books, civds, cds)	2499.01	
27	3130	Jr. Library Guild	1352.40	
		Debits	7264.32	-7264.32
3/4		Crystal Flash (propane)	460.31	
3/9		Walmart (Receipt book) Office Exp.	10.14	
		prg - 12.95		
3/16		Dollar General supp - 5.00	17.95	
3/17		Office Max (Paper) Office Exp.	76.99	
3/21		GFS (re-seal candy prg)	31.98	
3/21		Walmart (TP-supplies, remote-equip, candy prg)	47.77	
3/25		GFS (prg)	11.49	

FPI  
 (61.10 prg  
 23.40 prg  
 paid to purchaser

3/28 Walmart (prg) 15.56

3/28 GFS (misc) 54.98

3/30 Dollar Gen (giftcards  
(prizes prg)) 30.00  
757.17

- 757.17

total exp - \$021.49

Check Balance 3/31/22

\$ 107,041.99\*

OD:

# 7571 10299.01 .15%

# 6253 5299.10 .2%

# 6847 10,575.48 .55%

# 6889 8499.24 .55%

\$ 34,672.83

34,672.83\*

3/31/22 total assets

\$ 201,714.82\*

Donna Long, Treasurer

LIBRARIAN'S REPORT - 2021-2022	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	TOTAL
Adult Attendance	169	183	176	418	255	250	242	207	214	235	217	264	2830
Children Attendance	68	95	81	216	132	46	76	99	92	101	121	133	1260
Total Attendance	237	278	257	634	387	296	318	306	306	336	338	397	4090
Story Hour Attendance - Kids	0	0	0	0	0	0	0	0	0	8	2	12	22
Story Hour Attendance - Adults	0	0	0	0	0	0	0	0	0	32	2	8	42
Movie Program - Adults	0	0	0	0	0	0	5	3	0	5	13	5	31
Movie Program- Kids	0	0	0	0	0	0	4	2	4	4	19	19	52
Craft Club	0	0	0	0	0	0	0	0	0	0	0	0	0
Summer Reading Program - Kids				50	24								74
Summer Reading Program - Adults				21	9								30
Summer Reading Program--Extra People													0
Special Program - All ages						16							38
Take It & Make It - All ages	24	16	10				4	27	48	16			145
Read It & Rate It - All ages	4	8	0										12
Gamers Club										13	8	18	39
Passive Library Programs - Both										17	14	33	143
Passive Library Programs - Kids	3	32	0			30	25	30	22		3	25	170
Passive Library Programs - Adults	26	1	0			7	13		3			8	58
Adult Books Loaned	89	145	133	149	193	150	112	110	156	267	150	170	1824
Children Books Loaned	74	102	102	84	109	50	52	38	67	83	98	97	956
Music CDs, DVD's and Video's Loaned	139	159	167	161	185	121	276	289	367	385	277	262	2788
E-Book Used	39	43	40	46	36	37	46	72	57	71	71	73	631
Computer Use	37	43	32	44	41	35	43	31	38	34	28	56	462
Laptop/wifi Use	35	36	41	65	46	39	41	36	30	31	27	38	465
New Registers	2	3	6	7	6	3	0	2	6	0	3	1	39
Books/DVD/Tapes Etc. Added	129	54	42	68	101	74	79	90	206	102	170	131	1246
Mel-cat Borrowed (Received for patrons)	41	67	58	53	62	47	55	76	27	20	90	95	691
Mel-cat Loaned (Out to other libraries)	34	26	25	29	39	38	27	35	43	50	36	38	420
Website visits	54	350	341	236	91	52	89	109	79	85	56	84	1626

# Legal Assistance

EACH MEMBER LIBRARY IS GRANTED ONE HOUR OF LEGAL ASSISTANCE WITH ANNE SEURYNCK OF FOSTER SWIFT ATTORNEYS.



**FOSTER SWIFT**  
FOSTER SWIFT COLLINS & SMITH PC || ATTORNEYS

Anne Seuryck

## NEW SERVICE OF THE COOPERATIVE:

Each member library will have **ONE HOUR** of legal services provided by Foster Swift Attorneys paid for by the Mid-Michigan Library League. Before using this service, your library needs to establish a client-attorney relationship by completing this form letter and having it approved by your Board of Trustees.

**NOTE:** NO CHARGE will ever be assessed if you do not contact them for any reason. The letter is about establishing a relationship so that IF you need to use your hour (or any more), you will have established this ahead of time so you can go forward with service.

To use your hour of paid legal service after you have established a relationship with Foster Swift, you may proceed to contact Anne Seuryck, schedule your time with her, and let her know that you will be using the Mid-Michigan Library League benefit hour. She can invoice the cooperative for this hour, or you may opt to spend more time, pay your invoice, and then ask the cooperative for reimbursement. If you are unsure about any of this, contact your cooperative director (Sheryl Mase at [smase@mml.org](mailto:smase@mml.org))

10/1/2021 - 9/30/2022      1 hour  
10/1/2022 - 9/30/2023      1 hour



**Lansing**  
313 S. Washington Square  
Lansing MI 48933

**Detroit**  
333 W. Fort Street – Suite 1400  
Detroit MI 48226

Walter S. Foster  
1878-1961  
Richard B. Foster  
1908-1996  
Theodore W. Swift  
1928-2000  
John L. Collins  
1926-2001

Webb A. Smith  
Scott A. Storey  
Charles A. Janssen  
Charles E. Barbieri  
Scott L. Mandel  
Michael D. Sanders  
Brent A. Titus  
Brian G. Goodenough

Matt G. Hrebec  
Deanna Swisher  
Thomas R. Meagher  
Douglas A. Miclock  
Scott A. Chernich  
Paul J. Millenbach  
Dirk H. Beckwith  
Brian J. Renaud  
Lynwood P. VandenBosch

Lawrence Korolewicz  
James B. Doezema  
Anne M. Scurynek  
Michael D. Homier  
Scott H. Hogan  
Richard C. Kraus  
Benjamin J. Price  
Michael R. Blum

**Southfield**  
28411 Northwestern Highway – Suite 500  
Southfield MI 48034

**Holland**  
151 Central Avenue – Suite 260  
Holland MI 49423

Jonathan J. David  
Andrew C. Vredenburg  
Julie I. Fershtman  
Todd W. Hoppe  
Jennifer B. Van Regenmorter  
Thomas R. TerMaat  
Frederick D. Dilley  
David R. Russell  
Joel C. Farrar  
Laura J. Genovicht  
Karl W. Butterer, Jr.  
Mindi M. Johnson  
Ray H. Littleton, II  
Jack L. Van Coevering  
Anna K. Gibson  
Patricia J. Scott  
Nicholas M. Oortel

Alicia W. Birach  
Adam A. Fadly  
Michael J. Liddane  
Ryan E. Lamb  
Clifford L. Hammond  
Matthew S. Fedor  
Andrea Badalucco  
John W. Mashni  
Stefania Gismond  
Leslie A. Abdo  
Julie L. Hamlet  
Michael C. Zahrt  
Gilbert M. Primet  
Stephen W. Smith  
Mark T. Koerner  
Warren H. Krueger, III  
Sarah J. Gabis

Amanda Afton Martin  
Steven J. Tjapkes  
Jacquelyn A. Dupler  
Daniel S. Zick  
Scott R. Forbush  
Taylor A. Gast  
Rachel G. Olney  
Tyler J. Olney  
Mark J. DeLuca  
Thomas K. Dillon  
Robert A. Easterly  
Robert A. Hamor  
Michael A. Cassar  
Hilary J. McDaniel Stafford  
Emily R. Wisniewski  
Amanda J. Dernovstek  
Lydia H. Kessler

**Grand Rapids**  
1700 E. Beltline NE – Suite 200  
Grand Rapids MI 49525

**St. Joseph**  
800 Ship Street – Suite 105  
St. Joseph MI 49085

Brandon M. H. Schumacher  
Alexander J. Thibodeau  
Cody A. Mott  
Aaina M. Nelson  
Caroline N. Renner  
Joseph B. Gale  
Sydney T. Steele  
DeVaughn J. Swanson  
Kaitlyn E. Manley  
Kathrine A. Ruttkofsky  
Anthony M. Dalimonte  
Jim W. Scales  
Mariah M. Silverstein  
Benjamin C. Dilley

Writer's Direct Phone: 616.726.2240

Fax: 517.367.7196

Reply To: Grand Rapids

Email: [ASeurynek@fosterswift.com](mailto:ASeurynek@fosterswift.com)

February 25, 2022

Luther Area Public Library

115 State Street, PO Box 86

Luther, MI 49656

Dear Amy J. Shank:

Re: Luther Area Public Library

We are delighted that the Luther Area Public Library has selected us as your legal counsel and look forward to further demonstrating to you our ability to meet your legal needs. We look forward to doing what we can to help you meet the needs of your patrons. **For 2022, we understand that the Mid-Michigan Library League will pay for one hours' time for legal work for the Library.** However, we still need to enter into an engagement in order to do legal work for the Library.

In establishing any new client relationship, one of the things our firm requires of me is an "engagement letter." This engagement letter confirms our representation of the Library. It serves as an agreement about the nature and scope of our relationship. Our representation will officially commence and we will serve as the Library's counsel when you return a copy of this letter signed by the Library.

The firm is dedicated to the highest ethical standards. Thus, we want to assure you that although we do not believe that the interests of the Library are directly adverse to interests of another client of the firm, if such circumstances were to arise, the firm could withdraw from representing the Library. The firm

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also may represent existing or new clients in any matter that is not substantially related to our work for the Library.

We also want to confirm that we will hold strictly confidential all sensitive or proprietary information you give us during the course of our dealings. We will not reveal your confidences or secrets without your consent. If the firm, through its representation of the Library, obtains confidential information that conceivably could be used by another client to the Library's material disadvantage, we may withdraw from representing the Library or that other client in order to avoid a conflict of interest.

Our responsibility in representing the Library is, of course, to do so in a manner that is consistent with the customary professional practices and requirements for handling the matters you may assign to us. In turn, we will need your full and timely cooperation. This will likely include providing us with written materials relating to the matters you assign to us.

The firm and I will pursue matters on the Library's behalf conscientiously and without delay, but with regard for the firm's workload and the nature of the legal system. Nevertheless, it is our practice to promptly return your calls and to be available when you need us and to keep you reasonably informed about the status of all matters. I welcome requests for information at any time.

We hope to establish a mutually rewarding and enduring relationship as the Library's legal counsel and I hope that, in the end, you will be pleased with our service. Nevertheless, you are free to terminate our services at any time by written notice to us to that effect. If the Library terminates our representation, the firm will return to the Library any original materials in the firm's files that belong to the Library. The firm will dispose of its files (including the firm's work product) related to Library matters as it sees fit. We may also terminate our services to the Library, by written notice to you to that effect, in the unlikely event that you unreasonably fail to cooperate with us, you fail to pay our monthly statements in a timely manner, or if we determine that our continued representation of you would violate the rules of professional responsibility applicable to lawyers or would otherwise be impractical. Clearly, we do not expect any of that to be the case.

As previously stated, with the exception of the specialized services of employee benefits and bond work, our rates for the Library for all attorneys would be capped at \$225.00 per hour. Employee benefit work is capped at \$250.00 per hour. These rates will be effective through December 31, 2022. After 2022, there will be a yearly hourly rate increase of not more than 5% unless otherwise agreed to by the Library and the firm. The rates for bond work, if necessary, will be discussed with the Library at the time such work is required; the Library will obviously have the opportunity to discuss and agree to any bond related fees. For certain matters, fees will be billed on a flat fee basis as agreed to between the firm and the Library. We would be happy to provide an estimate for any specific project. We do not charge clients separate fees for secretarial or word processing costs, overtime, or other basic overhead costs.

# FOSTER SWIFT

FOSTER SWIFT COLLINS & SMITH PC || ATTORNEYS

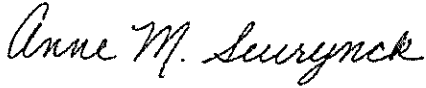
February 25, 2022  
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This letter is intended to govern legal services that you may request in the future, unless we mutually agree in writing to a different arrangement with respect to future matters. To the extent we can help the Library in any way, we are happy to do so.

Should you have any questions about this letter, please do not hesitate to call me. If you agree with the above, please sign the enclosed copy and return it so we can officially begin to represent the Library's interests.

Sincerely,

FOSTER SWIFT COLLINS & SMITH PC



Anne M. Seuryneck

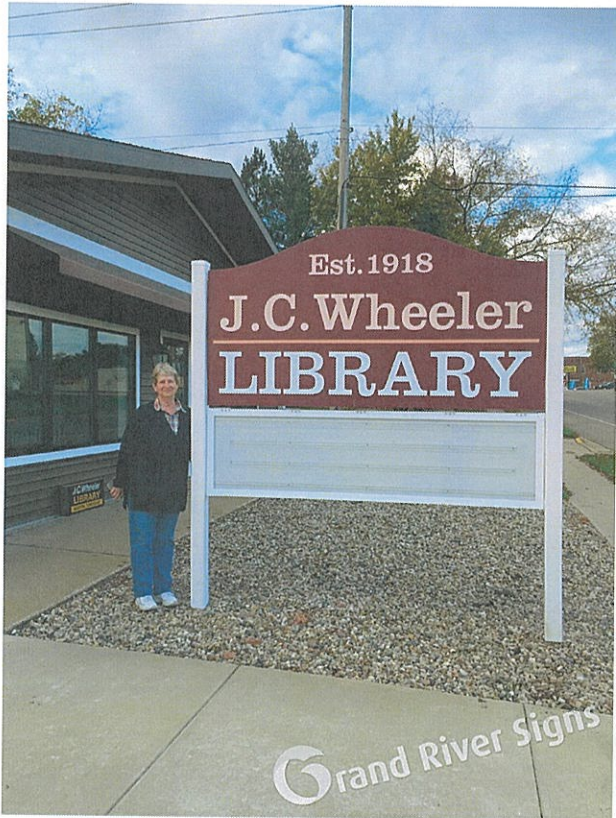
AGREED:

LUTHER AREA PUBLIC LIBRARY

By: \_\_\_\_\_

Title: \_\_\_\_\_

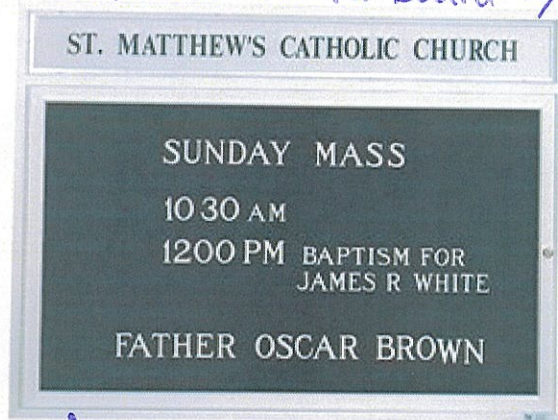
Date: \_\_\_\_\_



*Luther Grocery  
Lion's Club*



*Outdoor letterboard w/ Header*



*from School Outfitters*



