

**LUTHER AREA PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF REGULAR BOARD MEETING
Thursday, July 14, 2022
115 State Street
Luther, MI 49656**

CALL TO ORDER

President Langenburg called the meeting to order at 4:35 p.m.

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

VISITOR COMMENTS

Mary Wagner is interested in volunteering at the library.

BOARD COMMENTS

None. *Director Shank just got the quote for the AC check to be discussed in New Business. It is \$210.00

APPROVAL OF MINUTES

Motion and seconded made by Frankfort and Trimberger to approve the regular meeting minutes of June 9, 2022. **Motion CARRIED.**

TREASURER'S REPORT

Motion and seconded made by Goodlein and Frankfort to approve the Treasurer's Report as presented. **Motion CARRIED.** *Director Shank noted that the \$2300.00 donation received from the Gerber Foundation was not from a grant that she applied for but is merely a very generous donation that is to be used for youth literacy.

LIBRARIAN'S REPORT

Director Shank confirmed her written report and added the following:

- During Luther Days a woman took a step off the top platform, missed the first step, and fell. 911 was called and Luther Fire Dept. personnel responded. Director Shank documented the incident. Frankfort thought we should have a generic Incident Report to keep the gathered information consistent. Director Shank will contact area libraries to see if they have an Incident Report we could use/modify.
- At the April 14 Board Meeting, staff had proposed looking into obtaining a new outdoor reader board sign. Shortly thereafter, the grandchildren of Dr. Campbell contacted Director Shank and wanted to make a donation in memory of their grandfather. They agreed to fund the new reader board and sent in a check for \$2,000.00 which will cover the project designed by Krazy Kat Signs in Manton. A memorial plaque will be placed inside the library.

Motion and seconded by Trimberger and Langenburg to approve the reader board purchase through a donation. **Motion CARRIED.**

- Staff are still taking inventory and cataloging materials.
- One of the hotspots was not returned. The Sheriff's Department is investigating.
- Ideas need to be formulated on how the library can reach out to residents (especially in the 4 western townships) on how the library could serve their needs.

Motion and seconded by Langenburg and Frankfort to approve the Librarian's Report. **Motion CARRIED.**

OLD BUSINESS

- a. **Light Fixtures** – Both the lights in the workroom (6) and Director Shank's office (2) will be replaced with LED lights @\$100 each. Tim's labor will be covered by his employer as a community service project. The lights will be installed in September. Motion and seconded made by Frankfort and Trimberger to purchase 8 LED lights for approximately \$800.00.

Roll Call Vote: **(5) AYES** – Frankfort, Goodlein, Langenburg, Long,
Trimberger

(0) NAYS

Motion CARRIED.

- b. **AC Units** - The library had an AC issue and discovered that the units had not had a routine service check in a while. Advanced Mechanical can check both units for \$210.00. Motion and seconded made by Trimberger and

Goodlein to have Advanced Mechanical perform an AC service check on both units and replace the filters for \$250.00.

Roll Call Vote: (5) **AYES** – Frankfort, Goodlein, Langenburg, Long, Trimberger

(0) **NAYS**

Motion CARRIED.

- c. **Tile & Carpet Cleaning** – Floors were last cleaned in 2020. Sunshine Carpet Cleaning bid \$300.00 to clean carpet and tile. Motion and seconded made by Langenburg and Trimberger to have Sunshine Carpet Cleaning clean the carpet and tile for \$300.00.

Roll Call Vote: (5) **AYES** – Frankfort, Goodlein, Langenburg, Long, Trimberger

(0) **NAYS**

Motion CARRIED.

- d. **Internet Issue** – Cory Walker (Emergency Geeks) replaced the router and did other work. We don't have the costs yet but will have to approve payment at the next meeting.

- e. **Holiday Schedule** – Provided for our information only.

- f. **Personnel Policy Regarding Volunteers** – Wording in Section XIV.

Volunteers was clarified. Second line will read: *Persons wishing to serve as a volunteer must first submit an application form and sign a consent form for a background check to be kept on file to be used if needed.* Motion and seconded made by Trimberger and Langenburg to approve the Personnel Policy as amended. **Motion CARRIED.**

- g. **Directors & Officers Liability Insurance** – We received a detailed quote from Fekete Knaggs & Burr Agency. Table this to next month so we can get a detailed quote from Mark Cole Insurance.

NEW BUSINESS

- a. **Employee Resignation** – Reviewed resignation letter; asked Director Shank to conduct a detailed "exit interview". Long will prepare newspaper hiring advertisements.

b. **Luther Grocery Store and Blue Bags** – Luther Grocery Store owes us money for Blue Bags. They have been paying down the bill. We will wait upon the decision of the insurance adjustors pending any further action.

c. **Elite Fund for e-Rates service** – Motion and seconded made by Langenburg and Trimberger to pay \$300.00 for the e-Rates service.

Roll Call Vote: **(5) AYES** – Frankfort, Goodlein, Langenburg, Long,
Trimberger

(0) NAYS

Motion CARRIED.

d. **Swank Movie License** – Motion and seconded made by Langenburg and Goodlein to pay \$204.00 to MMLL for the Swank Movie License for one year.

Roll Call Vote: **(5) AYES** – Frankfort, Goodlein, Langenburg, Long,
Trimberger

(0) NAYS

Motion CARRIED.

TRUSTEE COMMENTS

Trustees introduced themselves to the visitor Mary Wagner.

BUDGET AMENDMENTS

None.

NEXT MEETING DATE

August 11, 2022, at 4:30 p.m.

ADJOURNMENT

President Langenburg adjourned the meeting at 5:40 p.m.

Respectfully submitted,

Karin Goodlein, Secretary