

**LUTHER AREA PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF REGULAR BOARD MEETING
Thursday, June 9, 2022
115 State Street
Luther, MI 49656**

CALL TO ORDER

President Langenburg called the meeting to order at 4:30 p.m.

Present:	President:	L. Langenburg
	Vice-President:	J. Trimberger
	Secretary:	K. Goodlein
	Director:	A. Shank

Absent:	Treasurer:	D. Long
	Trustee:	K. Frankfort

VISITOR COMMENTS

None.

BOARD COMMENTS

None.

APPROVAL OF MINUTES

Motion and seconded made by Trimberger and Langenburg to approve the regular meeting minutes of May 12, 2022. **Motion CARRIED.**

TREASURER'S REPORT

Motion and seconded made by Langenburg and Trimberger to approve the Treasurer's Report as presented. **Motion CARRIED.**

LIBRARIAN'S REPORT

Director Shank confirmed her written report and added the following:

- She is working on several grants.
- They are getting ready for the summer reading program.
- Staff are still taking inventory and cataloging materials.

- The hotspots are being checked out.
- A new volunteer started.

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

OLD BUSINESS

- Exterior Doors** - The contractor said the doors do not have to be replaced; they just need the locks adjusted and to be repainted. He can do the work. We will ask him for a bid.
- Light Fixtures** - Four lights above Shane's work area need new ballasts. We will get an estimate on replacing them with LEDs.
- Open Tues & Thurs** - Discussion to open the library on Tuesdays and Thursdays from 2-6 p.m. Staff are available. **Majority Approval** to open the additional hours for the summer. At the August meeting we will re-evaluate whether to continue it after Labor Day.

NEW BUSINESS

- Hotspot Lending Program/Borrower Agreement** – Motion and seconded by Langenburg and Trimberger to approve the Hotspot Lending Program/Borrower Agreement. **Motion CARRIED.**
- Personnel Policy regarding Volunteers** – Director Shank will write a policy for the volunteers and staff.
- Board Fact Sheet on Book and Materials Challenges** – No comments or questions.
- Directors & Officers Liability Insurance** – Tabled for next month when all the board members will be present.
- Lake County Chamber of Commerce Membership** – The Board decided not to renew the membership.
- The Garden Area** – David will work in the garden and turn his hours in like he did last year. Sharon Gray will work there as community service. Debi

continues to volunteer her time. The raised beds will not be planted this year.

TRUSTEE COMMENTS

None.

BUDGET AMENDMENTS

None.

NEXT MEETING DATE

July 14, 2022, at 4:30 p.m.

ADJOURNMENT

President Langenburg adjourned the meeting at 5:25 p.m.

Respectfully submitted,

Karin Goodlein, Secretary

Luther Area Public Library

6/1/22 thru 6/30/22

Checking Balance 6/1/22

\$155,404.63

income

6/6	donation/Morning Glory Garden Club —	250.00
6/6	millage/Lake Co —	51,496.47
6/8	cp/fn/fr — 38.50	} 315.50
	bk sale — 31.50	
	fundr — 10.00	
	Y bags — 77.00	
	B bags — 150.00	
	den. 8.50	
6/10	MMLL Mini Grant — for bk. cart, extender ^{1/4} beanbags	1,030.49
6/22	cp/fn/ — 48.15	} 253.15
	bk — 29.00	
	fundr — 22.00	
	Y bags — 7.00	
	B bags — 142.50	
	den. — 4.50	
6/22	Gerber Fd — Youth Literacy	2300.00
6/22	LCCF Grants — Movie prg 2090.00	4340.00
	SRP prg 2250.00	
6/30	LOSB - interest	8.20

\$ 59,993.81 + 59,993.81
\$ 215,398.44

expenses

#5458 6/3	Xerox Financial (copier)	136.68
59 6/3	Chase Card (books — 93.40 office — 488.73)	488.73
60 6/6	CLS (rugs) (Bldg main)	52.87
61 6/6	MML Workers Comp (policy)	132.00
62 6/9	D. Long	73.88
	June meet (80 — 4.96 — 1.16)	
63 6/10	A. Shank	517.16
	40 hr (560 — 34.72 — 8.12)	
64 6/10	S. Hillman	288.59
	25 hr (312.50 — 19.38 — 4.53)	
65 6/10	T. Laughlin	429.89
	37 hr (425.50 — 26.38 — 6.17)	
	4 hr (40. — 2.48 — .58)	

#5466	6/10	IRWS (6 bags) BB-3825	460.00
67	6/24	A. Shank	510.69
		39.5 hr (553, -34.29 - 8.02)	
68	6/24	S. Hillman	323.22
		28 hr (350, -21.70 - 5.09)	
69	6/24	T. Laughlin	453.90
		41 hr (471.50 - 29.23 - 6.84)	
		2 hr (20, -1.24 - .29)	
70	6/24	IRWS (B bags) BB-3925	460.00
71	6/24	Consumer's	162.53
72	6/24	ATT	203.75
			<u>4698.89</u>

-4698.89

Debits

6/02	USPS (3 rolls stamps) office	174.00
6/07	Walmart (calendar, putty) office	8.96
6/15	USPS (3 rolls stamps) office	174.00
6/21	Hobby Lobby (SRP - 13.77 program - 13.77)	27.54
6/21	DB (water-supplies)	5.50
6/21	Office Max (office - copypaper)	191.14
6/21	Amazon (SRP - 1 tablet - prize)	69.99
6/21	Amazon (SRP - 2 tablets - prizes)	119.98
6/22	Ace Hdw (toilet repair) (bldg maint)	9.53
6/22	Ace Hdw (SRP)	14.82
6/28	D.G. (bldg maint)	20.25
6/30	Housemans Foods (SRP)	16.87
		<u>\$832.58</u>

- 832.58

- 5531.47

Checking balance 6/30/22
 CD balance
 Total assets

\$209,866.97
 34,672.83
 \$244,539.98

Donna Long, Treasurer

Daily Patronage Tally Sheet for Months of:

	January		February		March		April		May		June	
	Adult	Child	Adult	Child	Adult	Child	Adult	Child	Adult	Child	Adult	Child
10:30 AM	19	3	25	6	27	11	37	10	29	9	28	23
11:00 AM	24		18	15	19	4	18	11	24	8	22	7
11:30 AM	20	5	14	3	33	20	22	9	31	11	18	7
12:00 PM	14	2	18		22	12	22	10	17		22	12
12:30 PM	23	4	14	2	17	10	14	2	12	1	16	15
1:00 PM	14		19	8	24	7	14	1	13	1	25	18
1:30 PM	12	1	13	2	16	1	26	4	13	8	20	12
2:00 PM	10	2	11	6	11	3	8	1	10	1	24	14
2:30 PM	12	1	14	6	18	1	10		14	3	24	8
3:00 PM	14	3	14	2	11	2	13		15	4	29	16
3:30 PM	14	10	9	10	13	5	14	15	11	5	20	16
4:00 PM	22	38	10	16	12	21	12	54	12	23	18	17
4:30 PM	17	14	10	5	19	12	11	6	19	10	9	9
5:00 PM	13	13	10	3	14	12	7	6	13	11	17	6
5:30 PM	6	5	15	19	12	12	14	14	10	9	15	8
	234	101	214	103	268	133	242	143	243	104	307	188

7/02/2022 at about 1:00pm

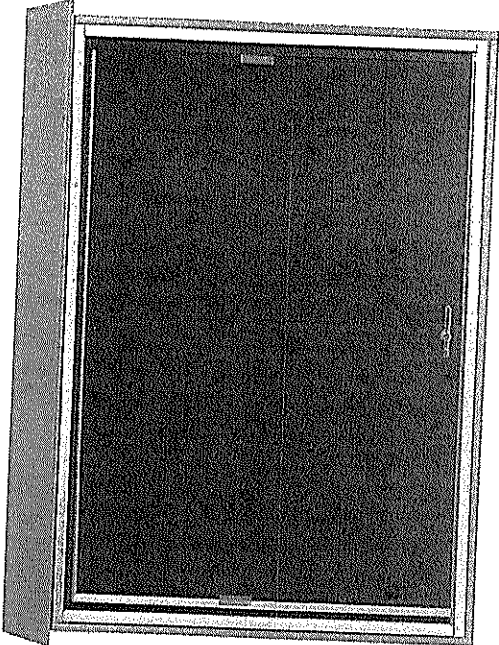
Woman was leaving library and took a step off the top platform and missed the first step going to the south. She landed on the third step and fell. 911 was called and someone from the Luther Fire Dept. came to the library. Many people were trying to be helpful, including her husband and mother. Shane saw the whole incident. Tried to obtain personal information but wasn't able to do so. Husband refused. Later husband did tell me that I could get the information from the report they were making. She hurt her elbow and shoulder. Later, while we were sitting at the picnic table, she discovered she scratched up her knee. She refused any more attention from the rescue attendances. When her husband went to get the car, I walked with her to the picnic table and sat with her. She said mostly her pride was hurt. As they were both leaving, the husband told me we'll see you next year as they come to the book sale every year for they have property in the area. They live near Port Huron and Canada.

After they left, I asked Theresa to see if she could get the information from the report.

No Report
Received
due to HIPAA

2" letters \$126.98 each
2 sets

Estimate
Luther Library
6/26/22



(1) 40" x 52" Light Gray Outdoor
Message Center with Letter
Board - Sliding Lockable Door
comes with one set of 3/4"
Helvetica letters (165 characters)
(1) Install
Sales Tax
Project Total

\$1,490.00

\$175.00
\$89.40
\$1,754.40

Please proofread,
confirm sizes &
quantities

Terms - 50% down,
Balance due
upon completion

Please note that colors
depicted by electronic devices,
or your printer WILL NOT
match the product
that is produced.

Estimate is good for 60 days.



2858 N. 39 Rd. Manton, MI. 49663 | 231.920.3852 | krazykatsigns@yahoo.com

Sunshine Carpet Cleaning

4196 E. Houghton Lake Rd.

Lake City, MI 49651

231-328-3006

QUOTE

July 11, 2022

Luther Library
115 N. State Road
Luther, MI 49656

Attn: Amy

We use a state-of-the-art truck-mounted steam extraction system with an approximate dry time of 4-6 hours. Generally, only a 24-hour notice is needed to schedule a cleaning. We stand behind all of our cleanings.

The quote for cleaning the library is \$300.00. This includes the carpet, tile and soiling issues.

Thank you for allowing us to provide you with this quote. Please feel free to contact our office if you have any questions or concerns.

Sincerely,

Dale Edgecomb

The below holidays are observed by the state of Michigan:

- New Year's Day, January 1.
- Martin Luther King, Jr. Day, third Monday in January.
- President's Day, third Monday in February.
- Memorial Day, last Monday in May.
- Juneteenth, June 19.
- Independence Day, July 4.
- Labor Day, first Monday in September.
- General Election Day, the Tuesday next after the first Monday in November in even-numbered years.
- Veterans Day, November 11.
- Thanksgiving Day and the day after, the fourth Thursday and Friday in November.
- Christmas Eve and Christmas Day, December 24 and 25.
- New Year's Eve, December 31.

**Luther Area Public Library
Personnel Policy**

I. Hiring a Library Director/Co-director

- A. Prior to hiring a library director/co-director, the library board should be aware of the following:
 - 1. The person hired as library director/co-director represents the library board as the administrator of the library, and the library board is responsible for any actions of the library director/co-director. It is therefore important to hire the best person for the job.
- B. If circumstances dictate the need for the formation of a co-directorship to allow the library to perform its function, this will be permissible.
- C. It would be permissible only if the required minimum hours per week for state aid are met. Both co-directors are at the level four (4) certification or its equivalent, and that all the duties and requirements set forth in the library personnel policy are fully carried out jointly by the co-directors.
- D. Annual performance reviews will be completed for both co-directors as a means of employee evaluation as outlined below in the library personnel policy.
 - 1. The library board shall provide a clear job description and indicate the minimum requirements for education and work experience.
 - a. Each new hire is required to sign a consent form for a background check to be done.
 - b. Each new hire is required to read our Confidentiality of Library Records Policy and sign our Confidentiality Agreement.
 - 2. In order for the public library to function properly, the board must delegate control of most functions to the director/co-director/librarian. For example, the library director/co-director should be delegated the authority to:
 - a. Employ new staff personnel with the collaboration of the Personnel Committee (3) for the interviews.
 - b. Direct and train all staff.

- c. Select and purchase library materials.
- d. Prepare procedures for implementing library policies.
- e. Prepare programs.
- f. Perform day-to-day library functions.

II. Director/Co-director Qualifications

The Director/Co-director shall:

1. Have at least a Level 4 Certification from the Library of Michigan, or obtain one within 2 years of obtaining the position.
 - a. Remain an Employee of the Library for one year after completing the Level 4 classes from the Library of Michigan, or be required to re-pay the Library for any training related costs.
 - b. The newly hired Director is required to sign a form in acknowledgement with the above statement.
2. Understand the local community's needs and be interested in national and world problems as well.
3. Have a wide knowledge of books and other media, and be able to make the library resources available to individuals and groups.
4. If possible, have had experience in a library and be willing to take in-service training such as library workshops, institutes, etc.
5. Show evidence of strong leadership and communication skills in the educational, cultural and civic activities of the community.
6. Have a broad working knowledge of computers.
7. Be preferred to have office manager experience.

III. Director/Co-director Duties

The Director/Co-director shall:

1. Sit as the administrative head of the library and carry out policies set by the board.
2. Make such records and reports, as the library board requires.
3. Attend all board meetings.
4. Investigate and write grants that are available for the library.
5. Schedule employees.

IV. Evaluating the Library Director/Co-director/ Staff Performance Review

- A. The performance evaluations will take place annually in January. Employees may be reviewed more frequently. A review may also be conducted in the event of a promotion or change in duties and responsibilities.
- B. During performance reviews, management will consider the following things:
 - 1. Attendance
 - 2. Initiative and effort
 - 3. Knowledge of work
 - 4. Attitude and willingness
 - 5. Quality and quantity of work

V. Discipline or Dismissal - Standards of Conduct

- A. In all instances a director/co-director/staff member should conduct themselves in a manner which is consistent with the Library's best interest and the best interest of its patrons. Action will be based on good judgment, common sense and mature responsible behavior.
- B. A serious problem with the library director/co-director/staff's performance, should not wait until the annual evaluation, but should be communicated as soon as possible. This will give the library director/co-director/staff member adequate time to adjust his or her performance to meet the wishes of the library board.
- C. If the library director/co-director/staff member is unwilling or unable to change his or her performance to meet the demands of the library board, the situation may necessitate the dismissal of the library director/co-director/staff member.

VI. Job Postings

New jobs and job openings will be posted in the library staff area. These listings will be posted with an ending date. Staff member will be allowed

to apply during the posted dates. If individuals are qualified they will be interviewed. If no one applies, then the position will be announced for the general public.

VII. Grievance Procedure

- A. A grievance shall be a request by an employee for clarification of the administration or interpretation of the rules, regulations, policies or procedures of the Library.
- B. All grievances shall be resolved using the following procedure:
 1. Within three (3) working days of the event which produced the grievance, the grievant shall discuss the matter with his/her supervisor. If then dissatisfied, the grievance shall be in writing and a written response to the grievant given within three (3) working days.
 2. If dissatisfied with the decision, the grievant may appeal to the library Board of Trustees within ten (10) working days. The board will then rule on the grievance at the next scheduled Board of Trustee's meeting.

VIII. Compensation – Director/Co-director/Librarian/Assistant Librarian

The library Board of Trustees shall provide compensation for the director/co-director and other staff based on length of service and educational requirements/experience. Additional duties performed by each director/co-director as outlined in the library personnel policy will be considered concerning compensation.

1. Compensation/wage increase will be considered in January on an annual basis, and the National Average cost of living will be the minimum guideline for any increase in compensation.
2. Job associated training expenses will be paid, (class fees, mileage, etc.) including hourly wages at regular rate of pay for time in class.

IX. Sick Leave

- A. When an employee exhibits persistent behavior which may reflect a health related cause, and such behavior affects the quality and capacity for handling the duties and responsibilities of their work or affect the safety and/or well-being of themselves, fellow worker, or the public, the employee's immediate supervisor will counsel the employee to seek professional medical diagnosis and treatment.
- B. If extended time off is required, a certificate from a physician will be deemed sufficient if it provides the date the condition started and the appropriate medical facts.
- C. Director/Co-director/Librarian/Assistant Librarian shall receive sick leave with pay, not to exceed 24 hours or three (3) working days per year.

X. Holiday Pay

Holiday pay will be based on an average of five (5) hours per employee at their normal hourly rate. The following will be paid holidays:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

An Employee shall not receive Holiday pay until ninety (90) days of employment has been completed.

XI. Extended Personal Leave

Occasionally, for medical, personal or other reasons, an employee may need to be temporarily released from their duties, but may not wish to submit a resignation. Under certain circumstances, they may be eligible for an extended personal leave of absence without pay. If the leave of absence exceeds thirty (30) days, then such leave shall be without accumulation of any vacation or sick leave.

XII. Other Paid Leave

- A. Director/Co-director/Librarian/Assistant Librarian shall receive paid leave for death in the immediate family (parent, brother, sister, spouse, etc.) not to exceed three (3) working days.
- B. Absence from work for more than 10 working days with no contact or authorization is considered a resignation.

XIII. Paid Vacation

Director/Co-director/Librarian/Assistant Librarian:
4 weeks maximum after 10 years of service
3 weeks maximum after 5 years of service
2 weeks maximum after 3 years of service
1 week maximum after 1 year of service

To be earned from anniversary date of employment. Vacation pay is based upon the number of scheduled hours an employee works a week.

XIV. Volunteers

The library encourages interested individuals to volunteer their time and services. Persons wishing to serve as a volunteer must first submit an application form and sign a consent form for a background check to be done. Volunteers will be trained and supervised by Library Staff, covered under the Library's general liability policy, and formally recognized on an annual basis. The use of volunteers is to supplement and not supplant regular library staff.

to be kept on file to be used if needed.

Adopted by the Luther Area Public Library board on: March 16, 2006.

Amended on: October 13, 2009. Amended on: February 16, 2012.

Amended on: November 14, 2019. Amended on: June 11, 2020.

D&O Limit

From: Tasha Blake (tblake@fkbinsurance.com)

To: lutherlibrary@att.net

Date: Monday, June 20, 2022, 09:30 AM EDT

Fekete Knaggs & Burr

Hello Amy,

The underwriter said the lowest limit available is \$500,000 with \$1000 Deductible (retention). The annual premium would be \$861 for the \$500,000 limit. Please let me know of any additional questions or concerns. Thanks!

Tasha Blake

Commercial Lines Account Manager

Fekete Knaggs & Burr Agency

1025 S Mitchell St

Cadillac, MI 49601

P: 231-779-7919 F: 231-779-7925

Visit us on the Web: www.fkbinsurance.com

July 12, 2022

To Amy, Theresa and the LAPL Board Members -

Please accept my resignation as Library Clerk effective 9/30/22.

I would like to thank the LAPL for the opportunity to have a such an amazing 'hobby' job for the last few years. However, it has been feeling more like a burden as of late and I feel the need to step aside and let someone new take over to breathe some new life into the Library Clerk's position.

Theresa is doing a fabulous job as Programming Librarian. She has exciting ideas and needs a right-hand person who is motivated, organized and experienced with technology to help bring her ideas to fruition. She has a LOT of ideas! Too many in fact for a clerk position of 9-12 hour per week to keep up with. There isn't much time to lend her a hand after shelving materials, keeping the stacks neat & organized, working with library patrons, setting up programming, processing Mel Cat items, sorting donations, and the many other little tasks that help the librarian.

Amy does a good job of nailing down grants and dealing the administrative rules and regulations, building maintenance issues, etc. We thank her for that because it is an important role to the success of the library. It takes up all her library allotted time which is probably a good thing because Amy is not good with working with the patrons or the planning and implementation of programming and events.

Please keep this in mind when searching for a replacement. Maybe consider adding more hours to the Librarian's position or hiring a couple of clerks. I feel that a front staff of only 2 people that handle all the planning of events, programming ideas, programming prep and day to day operations is not enough.

If you should find a replacement before that date I will respectfully step away sooner. I think it's important for Theresa to have support seeing the 2022 SRP through its entirety and the start of her 1000 Books Before Kindergarten programming, that is why I chose the 9/30 date.

Kind Regards,

[Faint signature]

Elite Fund, Inc.

P.O. Box 125
406 N. State St.
PO Box 125
Stanton, MI 48888

COPY

Invoice

DATE	INVOICE #
7/1/2022	8636

BILL TO
Luther Area Public Library ATTN: Amy Shank 115 State St. Luther, MI 49656

P.O. NO.	TERMS
	Net 30

ITEM	DESCRIPTION	Est Amt	Prior Amt	QTY	RATE	Curr %	AMOUNT
Category 1	Annual E-rate Support Services (July 1 - June 30) Payment due August 1	300.00			300.00	100.00%	300.00

Thank you!	Total	\$300.00
	Payments/Credits	\$0.00
	Balance Due	\$300.00

Phone #
8007059703

A	B	C	D	E	F	G	H	I	J
1	Luther Area Public Library								
2	2022-2023 Budget								
3	General Fund								
4	Receipts	Original	Amended						
5	1 Library Millage	2022-2023	2022-2023	April	May	June	July	August	September
6	2 Local Government Support	\$ 54,000.00				\$ 51,496.47			
7	3 Penal Fines	\$ 2,500.00							
8	4 State Aid	\$ 18,000.00							
9	5 Plat Book Sales	\$ 2,500.00		\$ 1,929.46					
10	6 Shoreline Yellow Bags	\$ 400.00			\$ 60.00				
11	7 IRWS Blue Bags	\$ 3,000.00		\$ 105.00	\$ 63.00	\$ 84.00			
12	8 Copies, Fines, Faxes & Sales	\$ 10,000.00		\$ 722.50	\$ 492.50	\$ 292.50			
13	9 Donations	\$ 1,500.00		\$ 96.00	\$ 117.50	\$ 147.15			
14	10 Interest/Checking & CD	\$ 2,000.00		\$ 8.75	\$ 17.91	\$ 2,563.00			
15	11 Miscellaneous Fundraising	\$ 200.00		\$ 6.86	\$ 6.74	\$ 8.20			
16	12 Grants/Endowment	\$ 750.00		\$ 21.00	\$ 36.00	\$ 32.00			
17	13 Checking/Fund Balance	\$ 3,000.00							
18	Total Receipts	\$ 7,000.00	\$ 104,850.00	\$ 2,889.57	\$ 793.65	\$ 59,993.81	\$ -	\$ -	\$ -
19	Expenditures								
20	1 IRS Employer (Escrow)								
21	2 IRS Paid			\$ (297.79)	\$ (207.59)	\$ (215.17)			
22	3 Wages	\$ 7,000.00		\$ 1,143.53					
23	4 UJA/Workers Comp.	\$ 34,000.00		\$ 3,892.50	\$ 2,713.50	\$ 2,812.50			
24	5 Books & Movies	\$ 400.00		\$ 4.00		\$ 132.00			
25	6 Supplies Exp.	\$ 6,000.00		\$ 2,227.41					
26	7 Auditor	\$ 1,000.00							
27	8 Utilities	\$ 6,000.00			\$ 127.11	\$ 5.50			
28	9 Building Insurance	\$ 5,000.00							
29	10 Education/Travel	\$ 1,500.00		\$ 577.69	\$ 141.49	\$ 162.53			
30	11 Equipment/Software/Bibliolnix	\$ 1,000.00							
31	12 Office Exp.	\$ 6,000.00							
32	13 IRWS Blue Bags	\$ 4,500.00		\$ 705.37	\$ 12.76	\$ 1,022.15			
33	14 Shoreline Yellow Bags	\$ 10,000.00		\$ 460.00	\$ 920.00				
34	15 Plat Books	\$ 3,000.00							
35	16 Building Maintenance	\$ 600.00		\$ 831.25					
36	17 Internet/Phone/E-Rates	\$ 6,000.00							
37	18 Mid Michigan Library League/Dues	\$ 5,000.00		\$ 57.87	\$ 88.60	\$ 87.65			
38	19 Grant Expenditures	\$ 2,500.00		\$ 149.14	\$ 205.94	\$ 203.75			
39	20 Programming/Misc	\$ 3,000.00			\$ 964.73				
40	Total Expenditures	\$ 2,000.00	\$ 104,500.00	\$ 10,512.75	\$ 4,807.83	\$ 5,531.47	\$ -	\$ -	\$ -
41	Beginning Checking Balance			\$ 167,041.99	\$ 159,418.81	\$ 155,404.63	\$ 209,866.97	\$ 209,866.97	\$ 209,866.97
42	Ending Checking Balance			\$ 159,418.81	\$ 155,404.63	\$ 209,866.97	\$ 209,866.97	\$ 209,866.97	\$ 209,866.97
43	Transfer In/Out CD								
44	CD Balance			\$ 34,672.83	\$ 34,672.83	\$ 34,672.83			
45	Total Ending Balance			\$ 194,091.64	\$ 190,077.46	\$ 244,539.80	\$ 209,866.97	\$ 209,866.97	\$ 209,866.97

