

**LUTHER AREA PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF REGULAR BOARD MEETING
Thursday, October 13, 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
	Treasurer:	D. Long
	Secretary:	K. Goodlein
	Director:	A. Shank
Absent:	Trustee:	K. Frankfort

VISITOR COMMENTS

No visitors.

BOARD COMMENTS

Motion and seconded made by Langenburg and Goodlein to remove **Board Comments** and replace it with **Approving The Agenda**, so additional items can be added. **Motion CARRIED.** Goodlein added *Library Hours* under **Old Business**.

APPROVAL OF MINUTES

Motion and seconded made by Trimberger and Langenburg to approve the regular meeting minutes of September 8, 2022. **Motion CARRIED.**

TREASURER'S REPORT

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

LIBRARIAN'S REPORT

Director Shank confirmed her written report and added the following:

- They continue taking inventory.
- She has been to 5 townships so far, discussing how the library can better serve their residents. A letter was drafted that the townships will put on their website detailing the services the library offers.

- Additional locations as to the placement of paper copies of the Community Newsletter were discussed with the Board.
- The Reader Board Sign is up.

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

OLD BUSINESS

- a. **Light Fixtures** – The work will be done in January.
- b. **Doors** – The contractor called Long last week. He will be down when he has time. Director Shank asked about the possibility of swapping handles on two of the doors, and if he can adjust the springs on the entrance and exit doors so they close completely.
- c. **Garden** – Discussion of salary, source of salary, hours of work and candidates for part-time garden manager. Director Shank will contact potential candidates.
- d. **Flagpole** – The wooden flagpole out front is secured to a base with bolts. Wood appears rotten by one bolt. Long will have Bob *Long* (Langenburg correction) look at it.
- e. **Directors & Officers Liability Insurance** – Discussion. Topic will be tabled.
- f. **Library Hours** – Motion and seconded by Langenburg and Goodlein to continue the Tuesday and Thursday hours as they are now and to reevaluate them at the December Board Meeting to determine if they will continue in the New Year. **Motion CARRIED.**

NEW BUSINESS

- a. **Chromebook Lending Program/Borrower Agreement** – Motion and seconded by Langenburg and Trimberger to accept the new Chromebook Lending Program/Borrower Agreement. **Motion CARRIED.**
- b. **E-rates** – Director Shank is checking on E-rates regarding purchasing more hotspots and service.
- c. **Thanksgiving Break** – They are closed Thursday and would like to be closed Friday. They will be open Saturday. Approved.

- d. **Unplanned Closed Days** – Director Shank wants to place in the Policy & Procedures Manual that the library will be closed when the school has a snow day. Approved.
- e. **Homeschoolers Paying for Copies** – Motion and seconded by Langenburg and Goodlein that homeschoolers receive a daily maximum of ten (10) free black and white photocopies with additional copies being ten cents (.10) each and may also receive a daily maximum of five (5) free color photocopies with additional copies being twenty cents (.20) each. Military veterans may receive unlimited copies. **Motion CARRIED.**

TRUSTEE COMMENTS

None.

BUDGET AMENDMENTS

Motion and seconded made by Langenburg and Trimberger regarding the Campbell Memorial and paying for the Reader Board Sign to:

- Increase the Receipts, line 9 Donations Balance: adding \$2,675.00 for a new balance of \$4675.00
- Increase the Expenditures, line 20 Programming/Misc.: adding \$2,675.00 for a new balance of \$24,675.00

Roll Call Vote: (3) **AYES** – Goodlein, Langenburg, Trimmerger
(1) **NAYS** - Long **Motion CARRIED.**

Motion and seconded made by Langenburg and Goodlein regarding the audit coming in under budget to:

- Reduce the Expenditures, line 7 Auditor by \$2,000.00 for a new balance of \$4,000.00
- Increase the Expenditures, line 20 Programming/Misc.: by \$2,000.00 for a new balance of \$26,675.00

Roll Call Vote: (3) **AYES** – Goodlein, Langenburg, Trimberger
(1) **NAYS** - Long **Motion CARRIED.**

NEXT MEETING DATE

November 10, 2022, at 4:30 p.m.

ADJOURNMENT

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

Karin Goodlein, Secretary