

**LUTHER AREA PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF REGULAR BOARD MEETING
Thursday, December 8, 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
	Treasurer:	D. Long
	Secretary:	K. Goodlein
	Trustee:	K. Frankfort
	Director:	A. Shank
Absent:	Vice-President:	J. Trimberger

VISITOR COMMENTS

No visitors.

APPROVING AGENDA

Long added *CPR Class* under **New Business**. Motion and seconded made by Langenburg and Frankfort to approve the agenda. **Motion CARRIED.**

APPROVAL OF MINUTES

Motion and seconded made by Langenburg and Frankfort to approve the regular meeting minutes of November 10, 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.
- Shane Hillman has been volunteering at the library.

- The Fall Bake Sale raised \$332.00, which will be used for the upcoming Luther Library Family Fun Day. The Luther Library Family Fun Day will be on December 17th. Activities include cookie decorating, crafts, snacks, drinks, and music. Santa will also be making a visit.
- Lake County Sheriff Rich Martin presented the library with a \$500 donation from its LCSO charitable campaign.
- The Luther Grocery Store paid the full amount of their outstanding balance (\$2594.50) for Blue Bags.
- The replacement of lights in the workroom and Director Shank's office was discussed and will be put on hold until Spring.

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

OLD BUSINESS

BUILDING MAINTENANCE

- Sign above front entrance needs repair** – Langenburg will look at it.
- Doors and doorknobs** – Long is still working on it.
- Flagpole** – Bill Cortwright met Bob Long and gave him some flags. He also discussed sourcing for the flagpole.

NEW BUSINESS

- a. **MERIT bill for internet service** - Motion and seconded made by Langenburg and Frankfort to pay the MERIT bill for \$1,134.00.

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

- b. **Library hours** – Discussion. As of January 1, 2023, the library will go back to Winter hours and be closed on Tuesdays and Thursdays. Notices will be posted on the library doors, in the community newsletter, and on the library's Facebook page.
- c. **Hotspot funding** – The federal funding for the 6 hotspots ended on November 30. Since all 6 hotspots had already been loaned out for December before we were notified, the library paid the December fee out of our budget. Consequently, the Hotspot Lending Program is placed on hold because we are not getting federal funding to continue the hotspot loans. Notices will be posted on the library doors, in the community newsletter, and on the library's Facebook page. As soon as we find out about additional funding, we will re-visit loaning out hotspots.

- d. **Hotspot policy change** – Motion and seconded made by Langenburg and Goodlein to limit the hotspot checkout to one per household. **Motion CARRIED.**
- e. **CPR CLASS** – Long talked to Jennie Edstrom from the Osceola County EMS about holding a training session for adults to learn the basics of first aid and CPR. Discussed. Approved to have the librarian coordinate a date and time with Jennie Edstrom.

TRUSTEE COMMENTS

None.

BUDGET AMENDMENTS

None.

NEXT MEETING DATE

January 12, 2023, at 4:30 p.m.

ADJOURNMENT

President Langenburg adjourned the meeting at 5:20 p.m.

Karin Goodlein, Secretary

Luther Area Public Library
12/1/22 thru 12/31/22

Checking Balance 12/1/22

\$ 179,373.77

income

12/2 Trimmerger - 150 ⁰⁰	}	850 ⁰⁰
Goetz - 200 ⁰⁰		
Sheriff Martin - 500 ⁰⁰ (SRP ²⁶²³)		
12/13 Hammond - 100 ⁰⁰	}	600 ⁰⁰
Horman - 500 ⁰⁰		
12/15 cp/fn - 56.25	}	418.25
bk - 7.00		
funder - 8.00		
Y bags - 84.00		
B bags - 142.50		
Campbell - 100.00		
anon - 20.50		
12/15 Lucas - B bags		2594.50
12/29 cp/ - 20.00		202.00
bk - .50		
funder - 9.00		
Y bags - 70.00		
B bags - 102.50		
12/31 LOSB - interest		<u>7.66</u>
		4672.41

+ 4672.41
\$ 184,046.18

expenses

#5574 12/2 MML Workers' Comp Fund	19.00
75 12/2 Chase Card (supplies 8.43)	187.31
(prg - 19.99)	
(bks - 158.69)	
76 12/9 A. Shank	517.16
40 hr (560 - 34.72 - 8.12)	
77 12/9 T. Laughlin	562.87
53 hr (609.50 - 37.79 - 8.84)	
78 12/9 S. Hillman	36.94
4 hr (40 - 2.48 - .58)	
79 12/9 D. Long	73.88
Dec. meet (80 - 4.96 - 1.16)	
80 12/9 Merit (network access)	<u>1134.00</u>

5881	12/17	Consumers Energy	180.43
82	12/23	A, Shank	
		42 hr (588. - 36.46 - 8.53)	635.36
		x bonus (100 - 6.20 - 1.45)	
83	12/23	T. Laughlin	577.18
		50 hr (575 - 35.65 - 8.34)	
		x bonus (50 - 3.10 - .73)	
84	12/22	S. Hillman	126.97
		3 hr (37.50 - 2.33 - .54)	
		x bonus (50 - 3.10 - .73)	
85	12/22	D. Domingo	15.00
		1 x shovel	
86	12/23	CLS (rugs)	66.22
87	12/23	LOSB (safety box)	18.00
88	12/29	ATT	207.75
89	12/30	Xerox Financial ^(copier)	136.68
			<u>4494.75</u>

= 4494.75

Debits

12/5	DG (office)	14.00
12/13	Walmart (xmas prg)	35.28
12/13	Walmart (supplies - 21.88)	45.96
	(office - 24.08)	
12/13	DG (supplies)	8.25
12/19	DG (xmas prg)	9.00
12/22	DG (xmas prg)	5.00
12/28	Family Fare (salt-bldg mt)	14.82
12/29	DG (xmas prg)	15.00
12/29	DG (xmas prg)	<u>15.00</u>
		162.31

- 162.31
- 4657.06

check balance 12/31/22 \$179,389.12

checking balance	12/31/22	\$179,389.12 *
CD's balance		54,737.19 *

total assets	12/31/22	\$234,126.31 *
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Donna Long, Treasurer

LIBRARIAN'S REPORT - 2022-2023													TOTAL
	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	
Adult Attendance	242	243	307	518	323	262	325	239	228	0	0	0	2687
Children Attendance	143	104	188	445	232	147	195	153	181	0	0	0	1788
Total Attendance	385	347	495	963	555	409	520	392	409	0	0	0	4475
Story Hour Attendance - Kids	11	3	0	32	13	0	16	0	0	0	0	0	75
Story Hour Attendance - Adults	6	3	0	13	7	0	11	0	0	0	0	0	40
Movie Program - Kids	6	7	4	0	0	18	20	18	3	0	0	0	76
Movie Program - Adults	2	2	2	0	0	5	18	6	1	0	0	0	36
Craft Club	0	0	5	0	0	0	0	0	0	0	0	0	5
Summer Reading Program - Kids	0	0	0	103	41	0	0	0	0	0	0	0	144
Summer Reading Program - Adults	0	0	0	35	14	0	0	0	0	0	0	0	49
Summer Reading Program--Extra People	0	0	0	0	0	0	0	0	0	0	0	0	0
Special Program - Kids	0	0	9	0	0	0	22	0	29	0	0	0	60
Special Program - Adults	0	0	5	0	0	0	16	0	29	0	0	0	50
Special Program - All ages	9	0	0	0	0	0	0	0	0	0	0	0	9
Take It & Make It - All ages	12	0	0	0	0	0	0	11	0	0	0	0	23
Gamers Club	41	0	0	0	0	0	0	0	0	0	0	0	41
Passive Library Programs - Kids	0	0	0	0	0	0	0	0	7	0	0	0	7
Passive Library Programs - Adults	0	0	0	0	0	0	0	0	0	0	0	0	0
Passive Library Programs - All Ages	16	0	0	0	0	0	0	0	0	0	0	0	16
Adult Books Loaned	156	131	137	129	201	119	157	110	114	0	0	0	1254
Children Books Loaned	101	97	107	283	115	108	149	128	113	0	0	0	1201
Music CDs, DVD's and Video's Loaned	311	198	365	155	204	191	192	168	405	0	0	0	2189
E-Book Used	32	40	42	49	45	49	58	37	57	0	0	0	409
Computer Use	26	33	61	61	100	99	77	79	93	0	0	0	629
Laptop/wifi Use	27	28	41	24	28	32	27	13	12	0	0	0	232
New Registers	4	6	0	9	4	11	7	8	2	0	0	0	51
Books/DVD/Tapes Etc. Added	110	60	122	90	50	93	106	159	128	0	0	0	918
Mel-cat Borrowed (Received for patrons)	97	102	104	81	83	100	117	97	101	0	0	0	882
Mel-cat Loaned (Out to other libraries)	52	26	52	28	32	48	44	23	29	0	0	0	334
Website visits	86	36	133	59	88	56	64	144	145	0	0	0	811

	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22
Monday	104	133	61	168	67	50
Tuesday	65	70	46	41	73	44
Wednesday	208	147	78	68	98	98
Thursday	56	38	55	69	42	59
Friday	289	83	120	77	40	68
Saturday	241	84	49	97	72	90
	963	555	409	520	392	409

September was Labor Day and Bank Robbery (Thurs.)

November was Bake Sale (Sat.), Thanksgiving (Th. & F),
and Power Outage (Wed. morn)

December was Snow Day (Thurs., Fri. and Sat.)

Christmas Closed (Mon.)

Summary

Quote Information

Quote Number NDO022D2595
 Insuring Carrier United States Liability Insurance
 Company Admitted
 Applicant LUTHER AREA PUBLIC LIBRARY
 State MI
 Policy Term Annual
 Entry Date 12/12/2022

Non Profit Directors & Officers Liability Limit Options(D&O)

LIMIT OPTIONS	Premium
\$500,000	\$558
\$1,000,000	\$698
\$2,000,000	\$1,198
\$3,000,000	\$1,698
\$4,000,000	\$2,198
\$5,000,000	\$2,698

Employment Practices Liability Limit Options(EPL)

LIMIT OPTIONS	Premium
\$500,000	\$280
\$1,000,000	\$300
\$2,000,000	\$800
\$3,000,000	\$1,300
\$4,000,000	\$1,800
\$5,000,000	\$2,300

SHARED LIMIT OPTION(Management Liability Coverages have Shared Limits of Liability)

LIMIT OPTIONS	PREMIUM
\$500,000	\$729
\$1,000,000	\$868
\$2,000,000	\$1,738
\$3,000,000	\$2,608
\$4,000,000	\$3,478
\$5,000,000	\$4,348

Additional Quote Information

D&O Retention: \$0 Each Claim

EPL Retention: \$2,500 Each Claim

EPL cannot be purchased on a monoline basis for this product.

The limit for EPL cannot exceed the limit for D&O.

Shared Limit option includes a 13% credit which is included in the premiums shown

If Shared Limit Option is selected, DO-280 Shared Aggregate Limit endorsement will be added.

Defense Costs are Outside the Limits of Liability

Data and Security+ Endorsement is included in the Directors and Officers premiums shown

\$100,000 FLSA sublimit for defense and indemnity is included in the Employment Practices Liability premiums shown.

Business Resource Center including Human Resources consulting services and online toolkit included in the premiums shown

Directors and Officers Coverage and Employment Practices Liability Coverage are provided on a Claims Made basis.

Retroactive Date D&O: Full Prior Acts

Retroactive Date EPL: Full Prior Acts

Endorsements

Directors and Officers Endorsements

DO MI Michigan Amendatory Endorsement

DO-100 Directors and Officers Coverage Part

DO-101 Employment Practices Coverage Part

DO-224A Sexual Abuse Exclusion

DO-290 Fair Labor Standards Act Endorsement - Defense Costs and Indemnity Coverage

DO-GTC General Terms and Conditions

Jacket Policy Jacket

NPPLA Nonprofit Management Liability Policy Application

Re: Question

From: Cole Insurance [REDACTED]

To: lutherlibrary@att.net

Date: Tuesday, December 13, 2022 at 12:13 PM EST

Hi Amy,

Sure.

The first set of prices is the Directors and Officers policy. It is liability insurance that covers the directors and officers of the company against lawsuits alleging a breach of fiduciary duty. If they do something that they get sued for in their capacity as a board of directors it steps in and represents them.

The second set of prices is Employment Practices Liability. It includes coverage for defense costs and damages related to various employment-related claims including allegations of Wrongful Termination, Discrimination, Workplace Harassment and Retaliation.

The third option is just the price for both of those. If you need both of them that is the cheaper option. They give a break on the price versus buying them individually.

For all three, there is the level of coverage you want. So if you just want a directors and officers policy for one million of coverage, it is \$698. If you just want employment practices for one million, it is \$300. If you want them both, it is \$868.

I didn't intentionally quote EPL coverage. They just automatically put it on the quote.

If you have any questions please let me know. Thanks!

Mark

Cole Insurance Agency
231-745-7777

On Mon, Dec 12, 2022 at 4:46 PM luther area public library <lutherlibrary@att.net> wrote:

Can you give me more information about what those three options mean?
Thanks!!

 Amy Shank, Director

Luther Area Public Library
<https://lutherlibrary.ploud.net/>
lutherlibrary@att.net

Ph: 231-797-8006
Fax: 231-797-8010

<https://www.facebook.com/LutherLibrary/>

Improved Workforce Opportunity Wage Act, 2018, PA 337

“Employees” include anyone on the employer’s “payroll,” including part time, seasonal, temporary, etc. Employees under 18 years of age can still be paid 85% of the prevailing minimum wage.

The big difference for wages is

- **An increase to \$13.03 per hour minimum wage (amount as of 10/22/2022).**
- **An increase each year by an amount consistent with the rate of inflation. (The \$13.03 figure = \$12 + inflation increase in effect as of Oct. 2022). The law includes the calculation for determining the annual inflation increase.**
- **The annual inflation-based increase will not occur if the state’s unemployment rate for the preceding year, as determined by the U.S. DoL is 8.5% or greater.**
- **Employers may not reduce hours or terminate employees in order to hire employees eligible for lower wage rates (such as employees under 18).**
- **Options for compensatory time in lieu of overtime, subject to certain requirements and limitations.**

Earned Sick Time Act, 2018 PA 338

The big difference in paid leave is that:

- **The law applies to all employers regardless of how many employees they have.**
- **“Employees” include part time and temporary employees.**
- **Requires at least 1 hour of paid sick leave accrual for every 30 hours worked, to a minimum of 40 hours per year (Employers with less than 10 employees must also offer up to 32 hours of unpaid leave for employees who exceed the accrual of 40 hours). Small employers must permit the use of paid leave before unpaid leave.**
- **Larger employers must permit accrual of at least 72 hours of paid leave.**
- **Leave carries over from year to year, but an employer is not required to permit an employee to use more than 40 paid and 32 unpaid hours (small employers), or 72 paid hours (larger employers) in a year.**
- **Year is a 12 month calendar period. Can be aligned with FY.**
- **Law includes requirements for how an employer must permit the leave to be used, as well as provisions permitting employers to request medical documentation under certain circumstances.**
- **Law includes record-keeping and employee notice requirements.**