# BOARD OF TRUSTEES MINUTES OF REGULAR BOARD MEETING Thursday, MARCH 9, 2023 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

Treasurer:

D. Long

Secretary:

K. Goodlein K. Frankfort

Trustee:
Director:

A. Shank

Absent:

Vice-President:

J. Trimberger

## **VISITOR COMMENTS**

No visitors.

#### APPROVING AGENDA

Goodlein added Consider a Request for Approval of a Resolution to Indemnify And Hold Harmless From Civil Liability Claims And Judgments Board Members/Officers, Employees, And Volunteers When Acting In Good Faith And On Behalf Of The Luther Area Public Library under **New Business**. Langenburg approved this addition to the agenda.

#### **APPROVAL OF MINUTES**

Motion and seconded made by Langenburg and Frankfort to approve the regular meeting minutes of January 12, 2023. **Motion CARRIED.** [February meeting cancelled due to weather].

#### TREASURER'S REPORT

Motion and seconded made by Langenburg and Goodlein to approve the January 2023 Treasurer's Report as presented. **Motion CARRIED.** 

Motion and seconded made by Goodlein and Langenburg to approve the February 2023 Treasurer's Report as presented. **Motion CARRIED**.

#### LIBRARIAN'S REPORT

Director Shank confirmed her written report and added the following:

- They continue taking inventory.
- Nine people were interviewed for the Clerk's position. Marcella Leusby was selected and will start Monday, March 13.
- They are trying to get more volunteers to work in the library.
- She wrote some grants.
- The Librarian has some programming ideas to get more people into the library.
- Jennie Edstrom from the Osceola County EMS agreed to do the CPR class.
- Knitting class dates are set.
- She still must visit several townships to discuss how the library can better serve their residents.

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

#### **OLD BUSINESS**

## **BUILDING MAINTENANCE**

a. Sign above front entrance needs repair — Dennis Karczynski is on a committee using a Covid grant to renovate the park. He picked up five (5) signs from Northwoods Sign Shop in Ludington for a project and offered to get a quote to replace the sign. Reviewed quote. Director Shank will get clarification on terms. We want the sign to be the same size and the same colors. The border pieces will be re-used so the sign will go back in the same spot. Their employees will both remove and re-install the sign. Motion and seconded by Langenburg and Goodlein that we approve the price of \$546.46 (Option B) if the above terms are met.

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

- b. **Doors and doorknobs/Locks** Bernie from Bernie's Lock Shop in Tustin fixed the door. He will install new knobs/handles on the front doors. He can re-key all the doors to one key for \$80.00. Board approved. Director Shank will update the Key Policy and present it next month for approval.
- c. Flagpole We will leave it until next month.

d. **Lights** – We need to find a new installer for the fixtures. Must be licensed and insured. Director Shank will get a quote from Advanced Mechanical, our HVAC contractor.

e. **Directors and Officers Liability Insurance** – Discussion. Motion and seconded by Frankfort and Goodlein to choose the \$1,000,000.00 policy for Directors and Officers (D&O) Liability Coverage with the Shared Limit Option for both D&O insurance and Employment Practices Liability (EPL) insurance with a premium of \$868.00. Director Shank will call Mark Cole and let him know.

#### **NEW BUSINESS**

a. **Proposed 2023-2024 Budget**. Director Shank presented the Budget. Date at top will be corrected to 2023-2024. Change the name of Line 9 to Building Insurance/D&O Liability. Increase the amount in Line 9 to \$2500.00. Decrease the amount in Line 5 (Books & Movies) to \$5400.00. Motion and seconded by Langenburg and Frankfort to accept the 2023-2024 Budget as presented with the changes discussed by the Board.

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

- b. Hotspot Lending Program/Borrower Agreement Address vs. Household. The funding for hotspots service was approved for another year. Service started in February. Motion and seconded by Langenburg and Frankfort to amend the Hotspot Lending Program/Borrower Agreement page R-2 Rule 2, clarifying Address vs. Household. Motion CARRIED.
- c. **New Certificate of Deposits** Long obtained three (3) additional CDs, each paying 4.25% interest for 11 months.
- d. **Garden** Debi Lakatos will be Garden Manager and has volunteers lined up. The Librarian has some ideas incorporating the garden with a preschool project.
- e. Resolution to Indemnify And Hold Harmless From Civil Liability Claims And Judgments Board Members/Officers/ Employees, And Volunteers When Acting In Good Faith And On Behalf Of The Luther Area Public Library. Discussion. Motion and seconded by Long and Frankfort to adopt the above Resolution. Motion CARRIED. The original signed Resolution will be kept in the safe deposit box. Copies to be distributed to all board members, Director Shank, and attached to tonight's minutes.

## TRUSTEE COMMENTS

Long wants to find an alternative way to take boxes of books up and down from storage in the basement. A used chairlift and a dumbwaiter were discussed. Perhaps an elevator company has some suggestions.

#### **BUDGET AMENDMENTS**

Motion and seconded made by Langenburg and Goodlein for additional CDs to:

- Increase Receipts, Line 13 Checking/Fund Balance: adding \$30,000.00 for a new balance of \$57,000.00
- Increase Expenditures, Line 20 Programming/Misc.: adding \$30,000.00 for a new balance of \$56,675.00

Roll Call Vote:

(4) AYES – Frankfort, Goodlein, Langenburg, Long

(0) NAYS

Motion CARRIED.

Motion and seconded made by Langenburg and Goodlein for wages to:

- Reduce Expenditures, Line 6 Supplies Exp. by \$500.00 for a new balance of \$500.00
- Reduce Expenditures, Line 16 Building Maintenance by \$3,000.00 for a new balance of \$3,000.00
- Increase Expenditures, Line 3 Wages by \$3,500.00 for a new balance of \$37,500.00

Roll Call Vote:

(4) AYES - Frankfort, Goodlein, Langenburg, Long

(0) NAYS

**Motion CARRIED.** 

Motion and seconded made by Langenburg and Long to:

- Reduce Expenditures, Line 11 Equipment/Software/Biblionix by \$3,000.00 for a new balance of \$3,000.00
- Increase Expenditures, Line 8 Utilities by \$3,000.00 for a new balance of \$8,000.00

Roll Call Vote:

(4) AYES – Frankfort, Goodlein, Langenburg, Long

(0) NAYS

Motion CARRIED.

Motion and seconded made by Langenburg and Frankfort to:

- Reduce Expenditures, Line 15 Plat Books by \$300.00 for a new balance of \$300.00
- Increase Expenditures, Line 12 Office Exp. by \$300.00 for a new balance of \$4,800.00

Roll Call Vote: (4) AYES – Frankfort, Goodlein, Langenburg, Long

(0) NAYS Motion CARRIED.

# **NEXT MEETING DATE**

April 13, 2023, at 4:30 p.m.

# **ADJOURNMENT**

President Langenburg adjourned the meeting at 6:05 p.m.

Karin Goodlein, Secretary