

**LUTHER AREA PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF REGULAR BOARD MEETING
Thursday, April 13, 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
Vice-President:	J. Trimberger
Treasurer:	D. Long
Secretary:	K. Goodlein
Trustee:	K. Frankfort
Director:	A. Shank

VISITOR COMMENTS

No visitors.

APPROVING AGENDA

Goodlein added *Nominate Officers* under **New Business**. Langenburg added *Closed Session For Wage Increases* under **New Business**. Langenburg approved these additions to the agenda.

APPROVAL OF MINUTES

Motion and seconded made by Long and Langenburg to approve the regular meeting minutes of March 9, 2023. **Motion CARRIED.**

TREASURER'S REPORT

Motion and seconded made by Langenburg and Trimberger to approve the March 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.
- She wrote some grants. She got a partial mini grant approved from MMLL in the amount of \$286.00 for a device to unlock the transport cases used to ship CDs for inter-library loans. Previously, they would have to send them back and wait for a single CD to ship.
- She still must visit several townships to discuss how the library can better serve their residents.

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

OLD BUSINESS

BUILDING MAINTENANCE

- a. **Sign above front entrance needs repair** – Northwoods Sign Shop came out, took actual measurements, and gave an updated price of \$603.10 to remove the old sign, make a new sign, incorporate the border pieces, and attach the sign to the building. Motion and seconded made by Frankfort and Trimberger to accept the new quote.
Roll Call Vote: (5) **AYES** – Frankfort, Goodlein, Langenburg, Long, Trimberger
(0) **NAYS** **Motion CARRIED.**
- b. **Doors and doorknobs/Locks**– The work was done.
- c. **Flagpole** – Check with James Tree Service and the Luther Village DPW about helping to remove the flagpole. After it is removed, we will discuss options for its replacement.
- d. **Lights** – Titan Tradesmen Services LLC in Leroy gave two quotes. Quote 204 would remove 11 fluorescent fixtures and replace with LED wrap fixtures for \$2412.00. Quote 203 would bypass and remove ballasts in 11 fluorescent fixtures and install new LED lamps for \$980.000. Discussion. Motion and seconded made by Long and Goodlein to choose Quote 203 in the amount of \$980.00.
Roll Call Vote: (5) **AYES** – Frankfort, Goodlein, Langenburg, Long, Trimberger
(0) **NAYS** **Motion CARRIED.**
- e. **Directors and Officers Liability Insurance** – Director Shank signed the paperwork and Cole Insurance submitted it.

NEW BUSINESS

- a. **Hire new person** – The clerk quit. Discussion. We will post the position in the *Lake County Star* and *Cadillac News* as well as on the Library's Facebook page and website. We will contact all the people who previously applied and inform them we are re-opening our search. If they are still interested, they can begin the hiring process again.
- b. **Winter Hours to Summer Hours** – Decision postponed until we get a third person hired.
- c. **Key Policy and Procedure** – Director Shank updated the Key Policy and presented it for approval. Motion and seconded made by Langenburg and Trimberger to accept the new Key Policy and Procedure. **Motion CARRIED.**
- d. **Nominate Officers** – The library board received nominations for its officers. Motion and seconded by Goodlein and Frankfort that the following board members were elected to the respective positions:

President:	L. Langenburg	
Vice-President:	J. Trimberger	
Treasurer:	D. Long	
Secretary:	K. Goodlein	Motion CARRIED.
- e. **Closed Session Concerning Wage Increases** – Motion and seconded made by Langenburg and Trimberger at 5:27 p.m. to meet in closed session concerning wage increases. **Motion CARRIED.** Motion and seconded made by Langenburg and Goodlein at 5:38 p.m. to reconvene in open session. **Motion CARRIED.**

TRUSTEE COMMENTS

Trimberger is glad to be back.

BUDGET AMENDMENTS

None.

Director Shank wanted the following to be placed in the minutes. She made two mistakes on the 2022-2023 Budget Spreadsheet. In February, \$400.00 was mistakenly added to Line 13 Donations. In March, the \$400.00 was removed. But in March, the library received donations of \$5.65 and \$6.00 [= \$11.65]. So, that is why the March column, Line 13 Donations shows a negative \$388.35 [\$400.00 minus \$11.65]. Shank's second mistake was that she (forgot to) ¹ put the \$30,000.00 from the CDs as a Line 20 Programming/Misc. expense in the February Column (in February). ² ~~instead of in the March column.~~ (Shank correction).

NEXT MEETING DATE

May 11, 2023, at 4:30 p.m.

ADJOURNMENT

President Langenburg adjourned the meeting at 5:44 p.m.

Karin Goodlein, Secretary

¹ Added, & corrected, & approved by Library Board on 6/8/2023.

² Added, & corrected, & approved by Library Board on 6/8/2023.