

**LUTHER AREA PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF REGULAR BOARD MEETING
Thursday, May 11, 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

Langenburg added *New Hire* under **Old Business** and ~~Employee~~ *Director Evaluation* under **New Business**. Langenburg approved the agenda. (Shank correction).

APPROVAL OF MINUTES

Motion and seconded made by Trimberger and Frankfort to approve with corrections the regular meeting minutes of April 13, 2023. **Motion CARRIED.**

TREASURER'S REPORT

Motion and seconded made by Langenburg and Frankfort to approve the April 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 visited the remaining townships and still must visit Luther Village to discuss how the library can better serve their residents.

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

OLD BUSINESS

BUILDING MAINTENANCE

- a. **Sign above front entrance needs repair** – The sign was replaced today.
- b. **Flagpole** – Still working on it. The family of Alicia Campbell is looking for ideas on a family memorial. Shank offered a flagpole, dumbwaiter, or camera system as options for their consideration.
- c. **Lights** – The work was done yesterday.

New Hire – The new clerk is Cameo Marvin. She will start May 15th.

Opening from Winter Hours after Memorial Day – Discussion. Starting June 1st, we will also be open on Thursdays from 2-6 p.m. Approved.

NEW BUSINESS

Policies & Procedures and the Open Meeting Act – Discussion was had concerning these matters.

Employee Director Evaluation – Distributed; to be filled out and returned to Langenburg. (Shank correction).

TRUSTEE COMMENTS

None.

BUDGET AMENDMENTS

None.

Shank wanted it noted that the Chase credit card is only used to purchase new books and movies. Due to internal record-keeping problems at Chase, we were overcharged for some purchases. Shank listed the total amount paid under Expenditures – Books & Movies on the spreadsheet presented at this meeting but anticipates a credit on next month's Chase statement because Chase said they will credit our account. See note made by Treasurer on her report, on the amount of the credit from Chase.

NEXT MEETING DATE

June 8, 2023, at 4:30 p.m.

ADJOURNMENT

President Langenburg adjourned the meeting at 5:10 p.m.

Karin Goodlein, Secretary