

**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 Evaluation* under **New Business**. Langenburg approved the agenda.

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 Trimmerger 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 Evaluation – Distributed; to be filled out and returned to Langenburg.

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

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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 Trimmerger 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, Trimmerger
(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 ^{forget to} put the \$30,000.00 from the CDs as a Line 20 Programming/Misc. expense in the February Column, ~~instead of in the March column.~~ ^{in February.} (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

Luther Area Public Library
5/1/23 thru 5/31/23

Checking Balance 5/1/23

\$126,656.37

income

5/8	cp/fn/fx -	37.80	}	353.30
	bk sale -	4.00		
	fundr. -	29.00		
	Y bags -	192.50		
	B bags -	86.00		
	dona. -	4.00		

5/19	cp/fx	10.50	}	334.50
	bk sale	25.00		
	fundr	30.00		
	Y bags	80.50		
	B bags	167.50		
	dona.	21.00		

5/26	Amazon	(Book Credit from Debit Card)	20.53
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5/31	LOSB interest	5.31
		<u>713.64</u>

expense

#5668	5/4	Cadillac News (ad)	84.60
69	5/4	MMLL (1/2 state aid)	995.37
70	5/4	CLS (rugs)	65.39
71	5/10	Xerox (copier)	136.68
72	5/12	A. Shank	554.65
		42 hr (600.60 - 37.24 - 8.71)	
73	5/12	T. Laughlin	558.16
		48 hr (564 - 34.97 - 8.18)	
		4 hr (40.40 - 2.50 - .59)	
74	5/12	D. Long	73.88
		May meet (80 - 4.96 - 1.16)	
75	5/12	Pioneer Group (ad)	13.50
76	5/16	North Woods (sign)	301.55
77	5/20	Consumer's	133.79
78	5/25	Titan Tradesman (lights)	784.00
79	5/23	A T T (acct)	169.04

+ 713.64
#127,370.01

* 5680	5/25	1RWS (Bluebags)	460.00	
81	5/26	A. Shank	564.57	
		42.75 hr (611.33 - 37.90 - 8.86)		
82	5/26	T. Laughlin	516.28	
		45 hr (526.75 - 32.78 - 7.67)		
		3 hr (30.30 - 1.88 - .44)		
83	5/26	C. Marvin	139.91	
		15 hr (151.50 - 9.39 - 2.20)		
84	5/26	A. Shank (50 miles)	28.00	
85	5/30	Bernie's Lock Shop	150.00	
		(3 leverlocks/3 keys)		
			<u>5729.37</u>	- 5729.37

Debits

5/2	Amazon (Books)	14.49	
5/3	Amazon (Books)	310.52	
5/3	Amazon (Books)	90.05	
5/8	ATT (by phone)	197.91	
5/11	D.G (Bldg supplies)	10.25	
5/15	DG (Bldg. supplies)	17.02	
5/17	Amazon (Movie Grant)	19.96	
5/19	DG (Bldg supplies)	5.25	
5/30	DG (movie grant/pop)	5.55	
5/30	DG (T-shirts/prg)	<u>11.25</u>	
		682.25	- 682.25

checking balance 5/31/23

- #6411.62
\$120,958.39 *

CD balance

\$ 84,737.19 *

Total assets 5/31/23 \$205,695.58 *

Donna Long, treasurer

[illegible]

	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24
Monday	115	114										
Tuesday	0	0										
Wednesday	103	129										
Thursday	0	0										
Friday	88	72										
Saturday	67	41										
	373	356	0	0	0	0	0	0	0	0	0	0

April - 2 Girls Scouts (Mon) and PR Assoc. (Sat.)

May - 2 Girls Scouts (Mon) and Memorial Day (Mon)