

**LUTHER AREA PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF REGULAR BOARD MEETING
Thursday, September 14, 2023
115 State Street Luther, MI 49656**

CALL TO ORDER

President Langenburg called the meeting to order at 4:33 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

Frankfort added *Update Shank's November Status* under **Old Business**. Motion and seconded made by Frankfort and Trimberger to approve the agenda. **Motion CARRIED.**

APPROVAL OF MINUTES

Motion and seconded made by Langenburg and Long to approve the regular meeting minutes of August 10, 2023. **Motion CARRIED.**

TREASURER'S REPORT

Motion and seconded made by Trimberger and Frankfort to approve the August 2023 Treasurer's Report as presented. **Motion CARRIED.** Long stated a Certificate of Deposit came due for renewal. She renewed it on September 5th in the amount of \$20,040.03, paying 4.75% interest for 11 months.

LIBRARIAN'S REPORT

Director Shank confirmed her written report and added the following:

- They continue taking inventory.
- They resolved the computer problems with *MelCat*.

- She wrote the final report for the use of the grant money on the Summer Reading Program.
- The Librarian has met the requirements for the Level 4 Public Librarian Certification and submitted the documentation to the State.

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

OLD BUSINESS

BUILDING MAINTENANCE

- a. **Flagpole** – The flag and pole were delivered Saturday. The total cost was \$93.96. It will be installed in a couple of weeks on the north porch column.
- b. **Door Locks** – Bernie (Bernie's Lock Shop) fixed the door.
- c. **Dumb waiter/Stairlift** – This was settled last month.

Unattended Children Policy and Patron Code of Conduct for a Child – Discussion. This topic can be incorporated into a new Patron Code of Conduct Policy.

Update Shank's November Status – She will meet the requirements for her Public Teacher's Pension in October. She may get her first check November 1 and will let the Board know soon after that date whether she will submit her resignation.

NEW BUSINESS

- a. **Patron Code of Conduct Policy** – Discussion. Shank and Goodlein will draft a revised policy for review next month.
- b. **Luther Days Assoc. Access to Water/Electrical for Carnival Next Year** – Luther Days is hosting a Carnival next year and would like the library to provide access to water and electricity. They can make a donation to cover costs. We need specifics such as the type of power, amount of power, length of use, etc.

TRUSTEE COMMENTS

Trimberger is looking for people interested in working on the Ballot Question Committee for next year's Library Millage.

BUDGET AMENDMENTS

For additional CDs (June 2023)-

Increase Receipts, Spreadsheet Line 17, Checking/Fund Balance \$27,500.00

Increase Expenses, Spreadsheet Line 40, Programming/Misc. \$27,500.00

Motion and seconded made by Langenburg and Frankfort to approve the above transfer.

Roll Call Vote: (5) AYES – Frankfort, Goodlein, Langenburg, Long, Trimmerger
(0) NAYS
Motion CARRIED.

Motion and seconded made by Langenburg and Goodlein that we accept the Clerk's Performance Review and that she gets her increase.

Roll Call Vote: (5) AYES – Frankfort, Goodlein, Langenburg, Long, Trimmerger
(0) NAYS Motion CARRIED.

NEXT MEETING DATE

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

ADJOURNMENT

President Langenburg adjourned the meeting at 5:40 p.m.

Karin Goodlein, Secretary