

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 July 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

Luther Area Public Library
9/1/23 thru 9/30/23

Check Balance 9/1/23

\$162,556.49

income

9/1	Jurik memorial - 25.00	25.00
9/1	cp/fn - 10.30	345.80
	bk sale - 9.00	
	fendr. - 14.00	
	Y bags - 90.00	
	B bags - 187.50	
	pl. bk - 30.00	
9/18	cp/fn - 19.95	248.76
	bk sale - 29.50	
	fond - 30.00	
	Y bags - 45.00	
	B bags - 107.50	
	donation - 20.81	
9/27	cp/fn/fx - 19.50	331.55
	fond - 6.00	
	Y bags - 144.00	
	B bags - 160.00	
	donate - 2.05	
9/29	S. Maka donation for Harry Potter Program	310.00
9/30	LOSB - interest	6.62
		\$1267.73

+ 1267.73

\$163,824.22 *

expense

#5740	9/1 A. Shank	551.35
	41.75 hr (597.03 - 37.02 - 8.66)	
41	9/1 T. Laughlin	317.40
	29.25 hr (343.69 - 21.31 - 4.98)	
42	9/1 C. Marvin	247.17
	22.5 hr (227.25 - 14.09 - 3.30)	
	4 hr (40.40 - 2.50 - .59)	
43	9/1 MMLL - movie license (Grant)	215.00
44	9/1 U.S. Postal Service (box rent)	82.00
45	9/11 CLS (rugs)(2x)	138.44
46	9/11 Fire Pros (extinguisher inspect and update)	109.00

1660.36

#5747	9/11	IRWS - bluebags (BB-4577)	520.00
48	9/15	D. Long	73.88
		Sept. meet. (80-4.96-1.14)	
49	9/15	A. Shank	529.25
		40hr (572-34.46-8.29)	
50	9/15	T. Laughlin	374.79
		35 hr (411.25-25.50-5.96)	
51	9/15	C. Marvin	223.86
		20hr (202.-12.52-2.93)	
		4 hr (40.40-2.50-.59)	
52	9/15	D. Long (flag and pole)	93.96
53	9/14	Lake Co. Treasurer (charge back milg)	7.56
54	9/14	MSU Extension (5 plat bks)	141.50
55	9/14	Sunshine Carpet Cleaning	300.00
56		VOID	
57	9/15	C. Marvin (backpay)	60.63
		48.5hr @ .90 = 43.65 --	
		2 hr @ 22' $\frac{22.00}{65.65}$ -4.07-.95)	
58	9/26	ATT	250.39
59	9/26	Consumers Energy	163.32
60		VOID	
61	9/26	Xerox Financial (copier) ^{3x.}	410.04
62	9/29	A. Shank	607.48
		46hr (657.80-40.78-9.54)	
63	9/29	T. Laughlin	393.78
		36.75hr (431.81-26.77-6.26)	
		(minus \$5 overpd)	
64	9/29	S. Hillman	46.17
		4hr (50-3.10-.73)	
65	9/29	C. Marvin	89.77
		7hr (77-4.77-1.12)	
		2hr (20.20-1.25-.29)	
			<hr/>
			5946.74

Debits

9/6 DG (food for prg.)	8.45	
9/7 Chargeback	25.00	
9/7 Chargeback fee laminate rolls	3.00	
9/11 Amazon (books/office)	85.25	
9/11 OTC Brands (prg-Halloween)	44.49	
9/13 DG (food for prg)	16.95	
9/18 GFS (gloves-bldg mt)	20.12	
9/20 DG (food-prg)	10.00	
9/25 Walmart (3 movies)	44.88	
9/25 Walmart (movie)	19.96	
9/26 DG (office)	24.00	
9/27 DG (food-prg)	5.90	
9/28 Amazon (MOVIES)	72.99	-5946.74
9/28 DG (bldg maint)	10.00	
	<u>395.99</u>	- 395.99

Check Balance 9/30/23

\$157,481.49 *

*Donna Long
Treasurer*

CD	1032	19,664.48
	6253	5,270.50
	6889	8,547.31
	7824	10,639.90
	0361	10,064.42
	0362	10,064.42
	0363	10,064.42
	0774	10,242.50
	0899	27,160.01
		<u>111,717.96</u>

\$111,717.96 *

total current assets 10/12/23 \$269,199.45 *

	Adult	Children	Total	
6/8/2023	9	3	12	
6/15/2023	2	2	4	
6/22/2023	6	5	11	
6/29/2023	8	8	16	
7/6/2023	6	7	13	
7/13/2023	4	9	13	
7/20/2023	4	2	6	
7/27/2023	2	2	4	
8/3/2023	5	3	8	
8/10/2023	12	3	15	Board Mtg.
8/17/2023	3	4	7	
8/24/2023	6	11	17	
8/31/2023	4	9	13	
9/7/2023	6	2	8	
9/14/2023	10	4	14	Board Mtg.
9/21/2023	7	1	8	
9/28/2023	1	2	3	
10/5/2023				

Thursday Counts

	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	117	90	90	44						
Tuesday	0	0	0	0	0	0						
Wednesday	103	129	106	190	148	130						
Thursday	0	0	43	36	60	33						
Friday	88	72	152	100	84	122						
Saturday	67	41	200	86	55	64						
	373	356	618	502	437	393	0	0	0	0	0	0

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

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

June - 2 Girls Scouts (Mon), Movie (Wed), Story Hour (Sat) and Luther Days (Fri/Sat)

July - July 3 (Mon), Luther Days (Sat. with guess on numbers: 50A/15C), SRP (Wed.)

August - Pine River Assoc. (Sat), and Power Outage (Wed.)

September - Labor Day (Mon)

Luther Area Public Library

Patron Code of Conduct Policy

The Luther Area Public Library seeks to provide an enriching environment for its patrons and to protect the property of the library. Behavior which disrupts this environment or that otherwise endangers the health, safety, and welfare of patrons, staff, or library property is prohibited. The following are prohibited in the library:

- Any illegal activity, including, but not limited to, destruction or theft of property.
- Loud, disruptive, or inappropriate behavior.
- Disruptive use of cell phones or other electronic equipment.
- Use of alcohol, controlled substances, or tobacco products, including smoking or vaping in the library building.
- Trespassing or loitering on library property after hours, or after being asked to leave by library staff.
- Entering the library without wearing proper clothing, including a shirt and shoes.
- Using any wheeled recreational devices on library property.
- Failure to follow directions of a library staff member.
- Consuming food or drink near computers.
- Campaigning, petitioning, interviewing, survey-taking, or engaging in speech or conduct which results in the disruption of library services.
- Committing or attempting to commit an activity in violation of federal, state, local law, ordinance, or regulation.

Failure to Follow Guidelines

The Library Director, his or her designee, and library staff are authorized to enforce this policy with the assistance of the Lake County Sheriff's Office when necessary. Library users who fail to abide by this policy are subject to removal from the library and suspension or revocation of library access and privileges. Illegal activity will be prosecuted to the extent authorized by law.

For every warning and/or suspension, staff will fill out an Incident Report on the day of occurrence and forward it to the Director for logging and review. Repeat disruptive and/or destructive acts will result in increasing suspension periods.

If the suspended person returns to the library before the suspension period has expired, and if they refuse to leave the library when asked to do so, library staff may call the police to have the person removed and/or prosecuted for criminal trespass.

Appeal

Patrons may appeal the suspension of access by writing to the President of the Library Board within 10 business days of the suspension. The appeal will be discussed at the next regular meeting of the Library Board. The decision of the Library Board is final.

Luther Area Public Library

NOTICE OF PATRON CODE OF CONDUCT POLICY VIOLATION

Patron _____

Date of Incident _____

This is notice that you have violated the Luther Area Public Library Patron Code of Conduct Policy.

Your violation(s): (Circle)

Excessive Noise or Disruption

Trespass/Loitering

Illegal Activity

Misuse of Library Materials/Equipment

Failure to Follow Directions of Library Staff

Other: _____

As a result of this violation, you are suspended from the library grounds for _____ day(s) beginning _____, 20__, based on the severity of the violation and prior violations, if any.

If patron is a minor, this form must be signed by the patron and their parent or guardian. The parent or guardian must personally meet with the Director to discuss the violation(s) and ways to avoid them in the future before the patron's library privileges are reinstated. The suspension period will begin on the date of the parent/Director meeting. To arrange for a meeting with the Director, call 231-797-8006.

Date _____

Patron Signature _____

Parent Signature _____

(Parent or guardian must sign if patron is a minor)

Staff Member Signature _____

Any patron that loses library privileges as a result of violations to this policy may file a written appeal to the President of the Library Board within 10 business days of the suspension. The appeal will be discussed at the next regular meeting of the Library Board. The decision of the Library Board is final.

Copies to:

Patron (and parent or guardian if patron is a minor)

Library Director

Library Board President

Approved by Board: Draft, October 2023

Revised: _____

LUTHER AREA PUBLIC LIBRARY INCIDENT REPORT

DATE _____ DAY _____ TIME _____

Person Reporting Incident _____

Staff Person(s) on Duty _____

Reported Incident Type:

☐ Theft ☐ Illness/Injury ☐ Assault ☐ Vandalism

☐ Maintenance ☐ Open Door ☐ Alarm. ☐ Problem Patron

☐ Other

Persons Involved (If known)

Name and Contact Info

Witnesses, Including Staff Members

Name and Contact Info

Brief Description of Incident

Staff Action Taken

Library Board Member(s) Notified, Including Date and Time

Staff Member Completing Form

Luther Area Public Library

Unattended Children Policy

The Luther Area Public Library staff members are available to assist children with library materials or services. However, the library is not equipped, and it is not the library's role, to provide long or short-term child-care. Parents and guardians of children using the library must assume responsibility for the safety, behavior, and materials accessed by their children whether the parent or guardian is present in the library or is absent.

Because children develop and mature at different rates, there is no magic age at which all children are ready to cope with the variety of circumstances they may face alone in the library. Children may use the library unattended for an amount of time appropriate to their age and maturity.

However, parents and guardians should be aware that a library is a public facility and individuals from all walks of society make use of the facilities. Staff will not be responsible if unattended children leave the library premises alone or with other persons. Further, staff will not be responsible for children who may be asked to leave the library if the child is in violation of library policy.

Contact with Parent or Guardian for Unattended Children

Library staff will attempt to contact a parent or guardian when:

- the health or safety of an unattended child is in doubt
- if the child is frightened while alone in the library
- the behavior of the unattended child violates library policy
- when the child is not picked up by closing time and needs assistance procuring transportation

Emergency situations may force the library to close without warning. All children must have the telephone number of someone to call for transportation, if the need arises.

Unattended children must be picked up at least 10 minutes before closing time. If the child's parent or guardian cannot be located within 15 minutes after closing time, the police will be called. Children will not be left alone in the library or on the library grounds. A library staff member will wait with the child until the child's parent or guardian, or the police arrives. The library staff member will fill out an Incident Report to be given to the Director.

UNDER NO CIRCUMSTANCES WILL LIBRARY STAFF TRANSPORT OR TAKE THE UNATTENDED CHILD AWAY FROM THE LIBRARY BUILDING.

Pet Policy

Only service animals directly assisting persons with disabilities are allowed in the library unless they are part of a library program. Emotional support animals, comfort animals, and therapy dogs are not service animals under Title II and Title III of the American Disabilities Act and are not allowed in the library.

Approved by Board: Draft, October 2023

Revised: _____

5:05

LTE 12%

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It'll be a hose hook
up it's for doing our
dishes in the food
wagons and things
like that cleaning
the rides we don't
use a lot of it but we
usually just hook a
hose up to the side
of the building and
then we have a water
tree that'll spread off
it if they could just
give us a outdoor
spicket that would be
perfect



RCS mess...



