APPROVED: 1/11/2024

LUTHER AREA PUBLIC LIBRARY BOARD OF TRUSTEES MINUTES OF REGULAR BOARD MEETING Thursday, DECEMBER 14, 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

Treasurer: D. Long

Secretary: K. Goodlein

Trustee: K. Frankfort (Arrived 4:40 p.m.)

Director: A. Shank

Absent: Vice-President: J. Trimberger

VISITOR COMMENTS

Theresa Laughlin asked about and received clarification on the Holiday Pay rate listed in the Personnel Policy.

APPROVING AGENDA.

Motion and seconded made by Langenburg and Goodlein to approve the agenda. **Motion CARRIED**.

APPROVAL OF MINUTES

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

TREASURER'S REPORT

Motion and seconded made by Langenburg and Frankfort to approve the November 2023 Treasurer's Report as presented. **Motion CARRIED.**

LIBRARIAN'S REPORT

Director Shank confirmed her written report and added the following:

- The inventory is finished. The next step is to cross-check titles and call numbers.
- They are having computer problems with *MelCat, Apollo*, and MERIT (our internet provider).

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

Motion CARRIED.

OLD BUSINESS

BUILDING MAINTENANCE

- a. Flagpole On hold.
- b. Picnic Table On hold.
- c. Front Light On left side of porch Frankfort will replace.
- d. **Back Door Light In workroom, towards back of building –** Frankfort will replace. **Hotspot Funding –** Grant funding will end December 31. All hotspots will be collected by that deadline and four will rollover to the new plan under our own name.

NEW BUSINESS

PAYMENT APPROVAL

• Foster Swift Invoice (Behavior Policy) – \$775.50 for 3.30 hours. We will submit the receipt to MMLL for reimbursement of 1 hour's work (\$245.00) per the agreement with MMLL and Foster Swift. Motion and seconded made by Langenburg and Frankfort to approve payment.

Roll Call Vote: (4) AYES – Frankfort, Goodlein, Langenburg, Long

(0) NAYS Motion CARRIED.

• Enfold Ploud (Website) Invoice – \$212.40. Motion and seconded made by Langenburg and Goodlein to approve payment.

Roll Call Vote: (4) AYES – Frankfort, Goodlein, Langenburg, Long

(0) NAYS Motion CARRIED.

• Micro Service (Septic Pumped) Invoice – \$240.00. Motion and seconded made by Langenburg and Frankfort to approve payment.

Roll Call Vote: (4) AYES – Frankfort, Goodlein, Langenburg, Long

(0) NAYS Motion CARRIED.

• Republic Services (Yellow Bags) Invoice – 1 case @ \$1,068.75. Motion and seconded made by Langenburg and Goodlein to approve payment.

Roll Call Vote: (4) AYES – Frankfort, Goodlein, Langenburg, Long

(0) NAYS Motion CARRIED.

APPROVED: 1/11/2024

• Independent Rural Waste Services (Blue Bags) Invoice – 2 cases @ \$520.00 each for a total of \$1,040.00. Motion and seconded made by Langenburg and Frankfort to approve payment.

Roll Call Vote: (4) AYES – Frankfort, Goodlein, Langenburg, Long

(0) NAYS Motion CARRIED.

• MERIT Invoice – Total MERIT Bill: \$5,670.00.

E-Rate USAC Credited Amount: \$4,536.00 (80%)

Amount to be Paid by Library: \$1,134.00 (20%)

Motion and seconded made by Langenburg and Frankfort to approve payment.

Roll Call Vote: (4) AYES – Frankfort, Goodlein, Langenburg, Long

(0) NAYS Motion CARRIED.

E-Rates - Category 2 Needs - Request for Proposal – Category 2 refers to the computer network infrastructure inside the library, as well as basic maintenance of it. Elite Funds is our E-Rates consultant. We pay them a fee to do all our paperwork dealing with the federal government. We asked for help in putting together a bid sheet for a Request for Proposal (RFP) and Elite Funds arranged for someone to assist us. Elite Funds sent the RFP to a list of contractors, and we are waiting for bids to come back. Our internet provider (MERIT) will stay the same. If we do the upgrade, we pay the full price and get reimbursed 80%.

TRUSTEE COMMENTS

Long would like the Treasurer's Report emailed to Trustees prior to the meeting. Frankfort inquired about increasing the limit on our Standards for Procurement. It currently requires Board approval for purchases in excess of \$200.00. Put on hold until all Board members are present.

BUDGET AMENDMENTS

None.

NEXT MEETING DATE

January 11, 2024, at 4:30 p.m.

ADJOURNMENT

President Langenburg adjourned the meeting at 5:15 p.m.

Karin Goodlein, Secretary