

**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).

BUILDING MAINTENANCE

- ## **PAYMENT APPROVAL**

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**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.

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