

**LUTHER AREA PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF REGULAR BOARD MEETING
Thursday, NOVEMBER 9, 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

Trimberger added *Millage Update* under **Old Business**.

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

Motion CARRIED.

APPROVAL OF MINUTES

Motion and seconded made by Trimberger and Langenburg to approve the regular meeting minutes of October 12, 2023. **Motion CARRIED.**

TREASURER'S REPORT

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

LIBRARIAN'S REPORT

Director Shank confirmed her written report and added the following:

- The hiring process for the Clerk's position was put on hold.
- They are having computer problems again with *MelCat* and *Apollo*.

Motion and seconded by Trimberger and Frankfort to approve the Librarian's Report.
Motion CARRIED.

OLD BUSINESS

BUILDING MAINTENANCE

- a. **Flagpole** - The flagpole will be installed in the near future.
- b. **Picnic Table** – Frankfort made a temporary fix.
- c. **Front Exit Door Doesn't Shut on Own** – Shank will adjust the tension bar.
- d. **Doors Painted** – Tabled until Spring.
- e. **Gutters – Front Windows** – Tabled until Spring.

Hotspot Funding – Grant funding will end in December. We have 6 currently but not all are being used. Decided to fund 4 at \$39.99/month each (public sector pricing) through NAFPO. No contract is required.

Winter Open Hours – Beginning Dec. 1st, the library will be closed on Thursdays.

Millage Update – The Library Services Contract has been approved.

NEW BUSINESS

Thanksgiving – Friday, November 24th Closed – Approved.

Pump Septic Tank – Shank will call Fisher Micro Septic Services to pump the tank.

TRUSTEE COMMENTS

None.

BUDGET AMENDMENTS

None.

NEXT MEETING DATE

December 14, 2023, at 4:30 p.m.

ADJOURNMENT

President Langenburg adjourned the meeting at 5:14 p.m.

Karin Goodlein, Secretary

Luther Area Public Library
11/1/23 thru 11/30/23

Checking balance 11/1/23

\$153,186.35

income

11/9	cp/fh/fx - 46.50	}	212.50
	bk sale - 3.00		
	candy - 5.00		
	Y bags - 22.50		
	B bags - 133.00		
	donat - 2.50		

11/17	cp/fx - 40.00	}	278.25
	bk sale - 1.00		
	candy - 5.00		
	Y bags - 134.50		
	B bags - 60.00		
	PI bk - 30.00		
	donat - 2.75		

11/30	LOSB - interest	6.24
		496.99

+ 496.99

expenses

\$153,683.34 *

#5784	11/1 Cadillac News (ad)	12.75
85	11/1 IRWS Bluebags (increase)	520.00
86	11/10 A. Shank	554.65
	42 hr (600.60 - 37.24 - 8.71)	
87	11/10 T. Laughlin	569.69
	52.5 hr (616.88 - 38.25 - 8.94)	
88	11/10 C. Marvin	37.31
	4 hr (40.40 - 2.50 - .59)	
89	11/10 D. Long	73.88
	Nov. meet. (80 - 4.96 - 1.16)	
90	11/10 S. Hillman	55.69
	4 hr (50 - 3.10 - .73) (9.52 for Bldg supplies)	
91	11/10 Krazy Kats (relocate sign)	80.00
92	11/9 K. Frankfort (Bldg equip outdoor light)	79.97
93	11/24 A. Shank	660.30
	50 hr (715. - 44.33 - 10.37)	
94	11/24 T. Laughlin	539.84
	49 3/4 hr (584.56 - 36.24 - 8.48)	
95	11/24 C. Marvin	37.31

3,221.39

5796	11/22	Micro Service Inc. (septic)	240.00
97	11/28	Consumers	134.39
98	11/28	Xerox Financial (copier)	136.68
5801	11/28	ATT	258.73
02	11/29	Chase Card (Amazon) 4 movies ? books	439.09
03	11/29	CLS (rugs)	69.22
			<u>4499.50</u>

Debits

11/6	DG	(prg food)	21.20
11/9	Office Max	? no receipt	24.49
11/9	Office Max	Office (4 reams color paper)	89.86
11/10	DG	Bldg supplies	10.25
11/16	Walmart	(movies)	44.88
11/16	Walmart	prg (food) 10 ³⁹ office 11.70 bldg supp 8 ⁰⁰	31.13
11/16	Walmart	prg (food, prize)	20.45
11/16	DG	bldg maint	20.25
11/16	DG	(Harry Potter prg)	13.00
11/20	Amazon	bldg main (furnace filters)	38.48
11/20	Amazon	equipmt (2 scanners)	47.58
11/28	DG	equip (sink set)	8.00
11/30	Harland Clark	(Office/checks)	163.45
			<u>588.52</u>

1 ream
(more paper)

- 588.52
- 4499.50

Checking Balance 11/30/23
(9) CD Balance

\$148,595.32 *
\$111,717.96 *

Total Assets 11/30/23

\$260,313.28 *

Donna Long, Treasurer

	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	75	89				
Tuesday	0	0	0	0	0	0	0	0				
Wednesday	103	129	106	190	148	130	122	143				
Thursday	0	0	43	36	60	33	34	57				
Friday	88	72	152	100	84	122	81	63				
Saturday	67	41	200	86	55	64	52	57				
	373	356	618	502	437	393	364	409	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) and Harry Potter SH (Wed)
 October - Interviews (Mon), Harry Potter SH (Wed) and PR Assoc. (Sat)
 November - Thanksgiving (Thurs/Fri)

Category 2 Needs for Request for Proposal

If you will need to upgrade your infrastructure between **April 1, 2024** and **September 30, 2025**, please fill out the table below so that we can incorporate this information into your draft Request for Proposal.

Equipment Type	Specifics	Approximate Quantity (e.g. 1, 2)	Preferred Make/Model (e.g. Cisco 2920, Meraki MR-43)
Wireless access points		3	
Wireless controller			
Antennas			
Connectors			
Switches	Non PoE _____ PoE _____ 8-port _____ 12-port _____ 24-port <u>1</u> 48-port _____	_____ _____ _____ <u>1</u> _____	
UPS		1 or 2	
Firewall		1	
Routers			
Racks		3 Shelf Wired rack	
Cabling		3 Drops for WAPS	
Caching server			
Managed internal broadband services		X	
Basic maintenance of eligible equipment		X	

Also eligible under Category 1 is lit fiber maintenance and self-provisioned fiber. If your district owns your fiber between buildings or you are an ESA/ISD that maintains the county fiber, you can apply for this under Category 1. If you need fiber replaced outside of your building to connect to another building, this is also eligible.

