-Luther Area Public Library-Board Meeting Agenda June 11, 2020

-Call to Order: Members Present:

-Visitor Comments:

-Board Comments:

-Approve Secretary's Minutes: May, 2020

-Treasurer's Report: May, 2020 -Librarian's Report: May, 2020

-Old Business:

Director Posting and Interviews
Summer Reading and Movie Grant

Approve new amendments to policy manual

-New Business:

Re-open Covid-19 plan

Covid-19 plans and procedures

Gardener

- -Trustee Comments:
- -Budget Amendments:

-Adjourn

Below is the Zoom information to join the Library Board meeting on June 11, 2020 at 4:30 pm

Topic: Luther Area Public Library Board meeting

Time: Jun 11, 2020 04:30 PM Eastern Time (US and Canada)

Join Zoom Meeting

https://us02web.zoom.us/j/82226583330?pwd=alBSS2dqaVBmOCtCUy8wTGxoQit

pUT09

Meeting ID: 822 2658 3330

Password: MMLL

By telephone, dial (312) 626-6799

Meeting ID: 822 2658 3330

Password: 810892

Luther Area Public Library Board Minutes, May 14, 2020

The regular board meeting was called to order by President Lois Langenburg at 4:40 pm. This meeting was conducted on Zoom due to the Corvid 19 restrictions.

Present were Lois, Donna, Kees, Diane, Jan, Janet and Acting Director Jodi

Julie, a potential board member was present.

Minutes, were reviewed, Motion by Jan to accept the minutes, second Janet

Treasurer's report

Due to being closed, we had few expenses. IRS 1st Q was paid.

\$1863 for mechanical work. 1st half.

\$1862 for mechanical work 2nd half.

Motion to accept, Janet, second Kees

Library Director's report -

No stats, numbers for the month, due to Corvid 19. And the library is closed.

No story time.

Looking ahead to summer and being able to reopen and restart programs. Reading program for 8-12 to write your own story this summer. Grant for Lake Co. Foundation applied for.

We expect to be doing a soft opening and follow state health dept. guidelines. Curbside initially.

Shane has been deep cleaning the library and any return books or packages.

Great work Jodi and Shane for keeping the Library going while we are closed.

We can buy cleaning and safety supplies through Sheryl Motion by Diane, second by Jan. Passed.

Old Bussines

A.C. was installed \$3725.46.

Both furnaces were inspected and are fine.

New budget was reviewed and accected.

Vote

Jan Y

Janet Y

Diane Y

Kees Y

Lois Y

Donna Y

State aid is unknown at this time due to unknown budget results Corvid 19.

Trustee Diane accepted a renewal of 4 years as a board trustee Apr. 1st 2020

Policies, Lois presented updated personel policies recommended.

- 1. 1A The Director will have 1 year after hire to complete required training.
- 2. 1B Director will sign an agreement to complete training and reimburse the Library if she/he leaves employment before the year is up. This is a level 4 certification. State requires 2080 hours to qualify for state aid.
- 3. The level 4 certification training is required for the position.

Policy updates. Recommended

- 1. The Director employs, directs, and trains all staff in collaboration with Personal committee
- 2. The Director and Personel committee will interview and hire staff.
- 3. Director will train and supervise staff. Policy updates put on hold for more clarification.

Motion is made by lois to close the meeting so that the board trustees can review, discuss, and vote on staff pay raises.

Motion was made by Lois to reopen the meeting following discussions on staff pay

Lois will work with Jodi to create a plan to reopen the Library. Jodi requested a new director be hired as soon as possible. We are looking at a hiring process on Zoom.

Meeting adjourned at 5:40.

Next meeting is in Jun! th, 2020. It will be conducted on Zoom

Further Area Public Library 5/1/20 thru 5/31/20

| Check Bal | ance 5/1/20 | \$ 126,577.60 |
|----------------------------|---------------------------|---------------|
| income | | , |
| 5/11 V bags - 180 | 0.007 805,00 | |
| B bags - 62 | | |
| 5/31 LOSB- inte | | |
| | 19.00 824.00 | + 011 |
| expense | 82 1,00 | + 824.00 |
| #4979 5/1 J. Lucas | 207 67 | |
| 40hr(420-26.0 | 387.87 | |
| 805/1 S. Hillman | | |
| 40hr (386 23. | 356.47 | |
| 81 5/1 S. Hillman (ac | 15-5:60) | |
| 82 5/11 To 1 character (4) | Crylic sheet) 58.29 | |
| 82 5/11 Jr. Library Le | ague (books) 300.00 | |
| 83 5/12 Xerox (copie | 113.64 | |
| 84 5112 Merit Network | , Inc. (broadband)[134,00 | |
| 85 5/12 IRWS (Blue be | ags) 460.00 | |
| 86 5/12 UIA/St of Mi. | (remainder) .49 | |
| 87 5/12 Advanced Med | chanical (AC) 1862.42 | |
| 88 5114 D. Long | 73.88 | |
| May meet (80 | 1-4.96-1.16) | |
| 89 5/15 J. Lucas | 266,000 | |
| 27/2 (288.75-1 | 7.90-4.19) | |
| 90 5115 S. Hillman | 231.70 | |
| 26 hr (250,90- | 15.56-3(4) | |
| 91 5/16 J. Lucas (n | ay increase 50¢) 49.64 | |
| 107 1/2 hr (53.75 | - 3.33 - 74) | |
| 92 5/16 S. Hillman (po | av increase 254) 21/50 | |
| 107 hr (37.45- | 2 22 (4) | |
| 93 5/29 J. Lucas | | |
| 40 hr (440-27 | 406.34 | |
| 4 5/29 S. Hillman | | |
| 40 hr (400,-22 | 369.40 | |
| 10 111 (400,- 22 | - | |
| | 6105.39 | |

6165,39 #4995 5/24, Consumers 98,80 96 5129 Techplex (E-rate) 374.00 97 5/29 ATET 201.90 6780.09

-6780.09

Check Balance 5/31/20 \$120,021.51*

OD 1625 5,190.73 1660 10,087.42 1684 10,162.51 1688 8,103,39 CD Balance *33, 544.05 *

Total Assets 5/31/20 \$ 154,165.56 +

Donna Long, treasurer

| 2020,2021 Budget | | | | | | | | | | |
|-------------------------------------|--------------|---------------|-------------------|------|------|---------|-----------|---------|-------|--------------|
| General Fund | | | | | | | | | | |
| Receipts | 2020-2021 | April | May | June | July | August | September | October | March | TOTALS |
| 1 Library Millage | \$ 54,000.00 | - | | | | | | | | - ج |
| 2 Local Government Support | \$ 2,500.00 | | | | | | | | | ر ج |
| 3 Penal Fines | \$ 18,000.00 | | | | | | | | | , ъ |
| - 4 State Aid | 2 | | | | | | | | | ا ج |
| 5 Plat Book Sales | | | | | | | | | | |
| 6 Shoreline Yellow Bags | | 149.00 | ક્ક | | | | | | | |
| 7 IRWS Blue Bags | \$ 1,200.00 | 365.00 | 00 \$ 625.00 | | | | | | | 00.066 \$ |
| 8 Copies, Fines, Faxes & Sales | | | | | | | | | | ر ج |
| 9 Donations | \$ 2,000.00 | - | | | | | | | | |
| 10 Interest/checking, & CD | \$ 100.00 | \$ 19. | 35 \$ 19.00 | | | | | | | \$ 38.35 |
| 11 Miscellaneous Fundraising | \$ 1,500.00 | - | | | | | | | | ۰ ج |
| 12 Grants | \$ 3,000.00 | | | | | | | | | ۰ ج |
| Total Receipts | \$ 89,200.00 | \$ 533.35 | 35 \$ 824.00 | · | \$ | - \$ | - \$ | - \$ | | \$ 1,357.35 |
| | 200 | | 13875 | | | | | | | |
| Expenditures | | | | | | | | | | |
| 1 IRS With Holding (escrow) | \$ 2,500.00 | - | | | | | | | | ۰ ج |
| 2 IRS. Paid | \$ 5,000.00 | \$ 936.20 | 0: | | | | | | | \$ 936.20 |
| 3 Wages | (,, | 3 1,348.12 | - | | | | | | | \$ 3,524.67 |
| 4 UA | \$ 400.00 | မာ | 00 \$ 0.49 | | | | | | | |
| 5 Books & Movies | | 3 1,173.96 | - | | | | | | | \$ 1,473.96 |
| 6 Supplies | \$ 900.00 | - | | | | | | | | , & |
| 7 Audit | | | | | | | | | | |
| 8 Utilities | \$ 5,000.00 | 0 \$ 444.00 | 00 \$ 98.80 | | | | | | | \$ 542.80 |
| 9 Building Insurance | | | | | | | | | | ر ج |
| 10 Education/Travel | | 0 | | | | | | | | ۰ ج |
| 11 Equipment/Verso Server | \$ 6,000.00 |) | | | | | | | | |
| 12 Office | | s | s | | | | | | | |
| 13 IRWS Blue Bags | | 0 \$ 460.00 | _ | | | | | | | \$ 920.00 |
| 14 Shoreline Yellow Bags | \$ 3,000.00 | 0 | | | | | | | | , 6 |
| 15 Plat Books | | 0 | | | | | | | | - 1 |
| 16 Building Maintenance | \$ 4,000.00 | 0 \$ 1,912.04 | છ | 01 | | | | | | |
| 17 Internet/phone | \$ 3,000.00 | 0 \$ 196.06 | 06 \$ 1,709.90 | 0 | | | | | | \$ 1,905.96 |
| 18 Mid Michigan Library League Dues | \$ 2,500.00 | 0 | | | | | | | | |
| 19 Grant Expenditures | \$ 3,000.00 | 0 \$ 124.49 | 49 | | | | | | | \$ 124.49 |
| 20 Misc | | | 49 | 9 | | | | | | - 1 |
| Total Expenditures | \$ 82,950.00 | 0 \$ 6,771.76 | \$ 6,7 | - \$ | \$ | · • | | | | \$ 13,493.56 |
| | | | | | | | | | | |
| Beginning Checking Balance | | \$ 132,816.01 | 49 | 0 | | | | | | |
| Ending Checking Balance | | \$ 126,577.60 | .60 \$ 120,621.51 | 1 | | | | 1 | | |
| Transfer In/Out CD | | | | | | | | | | |
| CD Balance | | \$ 33,544.05 | - | 2 | | | | | | |
| | | 10 100 100 | • | | | | | | | |