

**-Luther Area Public Library-**  
**Board Meeting Agenda**  
**May 14, 2020**

- Call to Order: Members Present:**
  - Visitor Comments:**
  - Board Comments:**
  - Approve Secretary's Minutes:** April, 2020
  - Treasurer's Report:** April, 2020
  - Librarian's Report:** April, 2020
  - Old Business:**
    - Air-conditioner installation
    - Approve 2020/2021 budget
  - New Business:**
    - Trustee term renewal
    - Approve new amendments to policy manual
    - Employee increases – retro to April 1, 2020
    - Re-open planning
    - Summer reading program
  - Trustee Comments:**
  - Budget Amendments:**
  - Adjourn**
- 

**Below is the Zoom information to join the Library Board meeting on May 14, 2020 at 4:30 pm**

**Topic: Luther Board Meeting**

**Time: May 14, 2020 04:30 PM Eastern Time (US and Canada)**

**To join by computer, tablet, or smartphone:**

**Join Zoom Meeting**

**<https://us02web.zoom.us/j/81012821573?pwd=aXdhMHZZdFdZNU9qN0Q0STl1Um1GUT09>**

**Meeting ID: 810 1282 1573**

**Password: MMLL**

**To join by phone:**

**Dial +1 312 626 6799 US (Chicago)**

**Meeting ID: 810 1282 1573**

**Password: 816950**

## **Luther Area Public Library**

### **Luther Area Public Library Board Minutes, April 9, 2020**

The regular board meeting was called to order by President Lois Langenburg at 4:30 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, corrections made. No letter was sent to a former employee, Ben, to retrieve his keys. Keys are reported lost. Motion to approve the minutes by Donna and by Janet. All approved

#### **Treasurer's report**

In Feb. The big expense was for duct work.

In Mar, Ellsworth township paid \$2500.

We also got an additional grant of \$1000 for additional computer upgrades.

Motion Feb. to accept, Lois, second Kees

Motion Mar. to accept, Jan, second Lois

#### **Library Director's report -**

Overall numbers were lower for the month, due in part to Corvid 19. And the library is closed.

## Luther Area Public Library

No story time.

Got rid of all VHS tapes.

Looking ahead to summer and being able to reopen and restart programs.

Jodi has set up a bookshelf in the Luther grocery store

Also the Luther grocery store is selling our trash bags.

Jodi applied for 2 grants from the LCC foundation for

Movies \$600

Reading \$1000

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.

Motion by Diane, second by Janet. Passed.

**New Business:** New budget was reviewed. Thank you Donna and Lois.

We discussed whether the board could or should try to recoup the training money that was spent on the director in her first year. The board adopted new rules that state that if a staff does not stay the first full year, then the money spent for initial required training would need to be paid back. The repayment policy was adopted in the past year after the recent director was hired. No signed contract exists between the board and the last director, regarding this provision. The following motion reflects the board's decision.

Motion to collect back training costs because the last director did not complete a full year of employment will be waived in this case.

## Luther Area Public Library

Motion by Lois, second by Donna

Board vote,

Jan Yes

Kees Yes

Janet Yes

Donna Yes

Lois Yes

Diane No

Motion carried.

New Officers for the 2020 year

Diane Trustee

Janet Trustee

Jan V.P.

Kees Sect.

Donna Tres

Lois Pres.

Board officers were approved.

Potential new board members must meet in person with Newkirk township board for approval. Julie

Jan brought up the need to review the Director and staff salaries. A personnel committee of Kees, Lois and Donna will meet and bring back a recommendation to the board.

## **Luther Area Public Library**

The Luther Library Board accepted the resignation of the Director, Heather Morche'. She resigned in writing (email) on March 6, 2020.

The board asks the Lake Osceola Bank to remove her name from any banking related activities as they relate to the official Luther Library transactions.

Policy manual needs to be updated.

Board hires and supervises the Director.

Director hires and supervises the staff.

CLS will pick up rugs for cleaning and return rugs when we are ready to reopen.

Meeting adjourned at 5:35.

Next meeting is in May. 14th, 2020. It will be conducted on Zoom

## Luther Area Public Library

4/1/20 thru 4/30/20

Checking balance 4/1/20 132,816.01

## income

4/07	Y bags	149.00	}	514.00
	B bags	365.00		

4/30 LOSB interest 19.35

533.35 + 533.35

## expense

#4960 4/2 Chase Visa 79.26

61 4/2 J. Lucas 349.08

36 hr (378 - 23.44 - 5.48)

62 4/2 S. Hillman 106.94

12 hr (115.80 - 7.18 - 1.68)

63 4/3 D. Long 73.88

Mar. meet. (80 - 4.96 - 1.16)

64 4/10 C.L.S (rugs) 49.04

65 4/10 Xerox (copier) 113.64

66 4/10 D. Long 73.88

Apr. meet. (80 - 4.96 - 1.16)

67 4/11 D. Long 4.25

certified letter to VIA

68 4/17 J. Lucas 387.87

40 hr (420 - 26.04 - 6.09)

69 4/17 S. Hillman 356.47

40 hr (386 - 23.93 - 5.60)

70 4/20 IRS 1<sup>st</sup> qt 936.2071 4/21/21 VIA 1<sup>st</sup> qt 4.00

72 4/20 Modern Mkg (Summer Rdg) 124.49

73 4/17 IRWS (20 pkg) 460.00

74 4/17 Luther Postmaster (stamps) 55.00

75 4/20 ATT 196.06

76 4/21 Consumers Energy 108.25

77 4/20 Jr. Library Guild (exbooks) 1094.70

# 132,816.01

+ 533.35

133,349.36

4978 4/22 Advanced Mechanical  
1/2 Air Conditioner

1863.00

6436.01 - 6436.01

Debits - Crystal Flash

335.75 - 335.75

4/30/20 ckg. balance

# 126,577.60\*

CD# 1625

5,190.73

1660

10,087.42

1684

10,162.51

1688

8,103.39

# 33,544.05\*

total assets 4/30/20 # 160,121.65\*

# Proposed Budget 2020-2021

Luther Area Public Library					
2020-2021 Budget					
General Fund					
	Receipts	2020-2021	April	May	TOTALS
1	Library Millage	\$ 54,000.00			\$ -
2	Local Government Support	\$ 2,500.00			\$ -
3	Penal Fines	\$ 18,000.00			\$ -
4	State Aid	\$ 2,500.00			\$ -
5	Plat Book Sales	\$ 400.00			\$ -
6	Shoreline Yellow Bags	\$ 3,000.00	\$ 149.00		\$ 149.00
7	IRWS Blue Bags	\$ 1,200.00	\$ 365.00		\$ 365.00
8	Copies, Fines, Faxes & Sales	\$ 1,000.00			\$ -
9	Donations	\$ 2,000.00			\$ -
10	Interest/checking, & CD	\$ 100.00	\$ 19.35		\$ 19.35
11	Miscellaneous Fundraising	\$ 1,500.00			\$ -
12	Grants	\$ 3,000.00			\$ -
	<b>Total Receipts</b>	<b>\$ 89,200.00</b>	<b>\$ 533.35</b>	<b>\$ -</b>	<b>\$ 533.35</b>
<b>Expenditures</b>					
1	IRS With Holding (escrow)	\$ 2,500.00			\$ -
2	IRS, Paid	\$ 5,000.00	\$ 936.20		\$ 936.20
3	Wages	\$ 32,000.00	\$ 1,348.12		\$ 1,348.12
4	UA	\$ 400.00	\$ 4.00		\$ 4.00
5	Books & Movies	\$ 4,000.00	\$ 1,173.96		\$ 1,173.96
6	Supplies	\$ 900.00			\$ -
7	Audit	\$ 4,200.00			\$ -
8	Utilities	\$ 5,000.00	\$ 444.00		\$ 444.00
9	Building Insurance	\$ 1,500.00			\$ -
10	Education/Travel	\$ 1,000.00			\$ -
11	Equipment/Verso Server	\$ 6,000.00			\$ -
12	Office	\$ 1,500.00	\$ 172.89		\$ 172.89
13	IRWS Blue Bags	\$ 1,600.00	\$ 460.00		\$ 460.00
14	Shoreline Yellow Bags	\$ 3,000.00			\$ -
15	Plat Books	\$ 750.00			\$ -
16	Building Maintenance	\$ 4,000.00	\$ 1,912.04		\$ 1,912.04
17	Internet/phone	\$ 3,000.00	\$ 196.06		\$ 196.06
18	Mid Michigan Library League Dues	\$ 2,500.00			\$ -
19	Grant Expenditures	\$ 3,000.00	\$ 124.49		\$ 124.49
20	Misc	\$ 1,100.00			\$ -
	<b>Total Expenditures</b>	<b>\$ 82,950.00</b>	<b>\$ 6,771.76</b>	<b>\$ -</b>	<b>\$ 6,771.76</b>
	Beginning Checking Balance		\$ 132,816.01		
	Ending Checking Balance		\$ 126,577.60		
	Transfer In/Out CD				
	CD Balance		\$ 33,544.05		
	Total Ending Balance		\$ 160,121.65		

Luther Area Public Library														
2019-2020 Budget														
General Fund	2019-2020	April	May	June	July	August	September	October	November	December	January	February	March	TOTALS
1 Library Millage	\$ 49,000.00			\$ 56,451.65										\$ 56,451.65
2 Local Government Support	\$ 7,000.00													\$ -
3 Penal Fines	\$ 18,000.00				\$ 18,283.08									\$ 18,283.08
4 State Aid	\$ 2,500.00				\$ 1,643.52									\$ 1,643.52
5 Plat Book Sales	\$ 400.00				\$ 30.00									\$ 30.00
6 Shoreline Yellow Bags	\$ 3,000.00	\$ 100.00	\$ 223.00	\$ 241.00	\$ 222.00	\$ 248.00		\$ 60.00	\$ 340.00	\$ 78.50	\$ 250.00			\$ 2,080.50
7 RWMS Blue Bags	\$ 1,200.00	\$ 85.00	\$ 346.00	\$ 231.00	\$ 220.00	\$ 70.00		\$ 184.00	\$ 205.00	\$ 125.00	\$ 165.00			\$ 1,631.00
8 Copies, Fines, Faxes & Sales	\$ 1,000.00	\$ 99.00	\$ 94.00	\$ 182.90	\$ 100.00	\$ 90.00		\$ 72.00	\$ 56.50	\$ 28.00	\$ 81.00	\$ 122.50		\$ 1,613.90
9 Donations	\$ 2,000.00	\$ 145.00	\$ 397.00	\$ 154.00	\$ 76.00	\$ 10.00		\$ 55.00	\$ 205.00	\$ 1,276.00	\$ 2,040.00	\$ 22.00		\$ 4,380.00
10 Interest/Checking & CD	\$ 100.00	\$ 14.57	\$ 14.53	\$ 18.22	\$ 22.61	\$ 24.82		\$ 23.21	\$ 21.75	\$ 21.95	\$ 21.66	\$ 19.31	\$ 20.20	\$ 226.14
11 Miscellaneous Fundraising	\$ 1,800.00	\$ 25.00	\$ 35.00	\$ 250.00	\$ 705.50	\$ 91.56		\$ 67.35	\$ 1.00	\$ 1.00	\$ 338.00	\$ 45.00		\$ 1,559.41
12 Grants	\$ 3,000.00		\$ 1,350.00		\$ 1,925.00									\$ 3,275.00
<b>Total Receipts</b>	<b>\$ 89,000.00</b>	<b>\$ 468.57</b>	<b>\$ 2,459.53</b>	<b>\$ 57,528.77</b>	<b>\$ 23,227.71</b>	<b>\$ 2,239.96</b>	<b>\$ 711.41</b>	<b>\$ 839.56</b>	<b>\$ 829.25</b>	<b>\$ 1,530.45</b>	<b>\$ 2,925.66</b>	<b>\$ 208.81</b>	<b>\$ 3,520.20</b>	<b>\$ 92,969.78</b>
<b>Expenditures</b>														
1 IRS With Holding (escrow)	\$ 2,400.00													\$ 1,167.45
2 IRS, Paid	\$ 4,800.00		\$ 892.20	\$ 46.26		\$ 1,188.16		\$ 954.82	\$ 64.94		\$ 1,011.37	\$ 156.08		\$ 4,348.50
3 Wages	\$ 31,000.00	\$ 2,261.39	\$ 3,652.79	\$ 2,151.53	\$ 2,136.20	\$ 2,017.55	\$ 2,086.88	\$ 2,318.15	\$ 3,216.46	\$ 2,422.88	\$ 2,178.98	\$ 2,040.18	\$ 1,681.81	\$ 26,482.99
4 U/A	\$ 400.00		\$ 65.32		\$ 8.00	\$ 87.01		\$ 56.53			\$ 39.62			\$ 312.83
5 Books & Movies	\$ 5,100.00		\$ 1,535.90	\$ 96.39	\$ 80.49		\$ 191.04	\$ 48.10	\$ 97.27	\$ 152.58	\$ 1,091.32			\$ 3,293.09
6 Supplies/Misc.	\$ 3,100.00		\$ 49.46		\$ 18.55	\$ 310.70		\$ 90.78			\$ 56.69			\$ 526.18
7 Audit	\$ 2,000.00													\$ -
8 Utilities	\$ 5,000.00	\$ 339.78	\$ 168.88	\$ 148.95	\$ 415.89		\$ 243.03	\$ 121.10	\$ 745.63	\$ 402.35	\$ 184.29	\$ 610.11	\$ 395.79	\$ 3,380.01
9 Building Insurance	\$ 1,900.00													\$ 1,130.00
10 Education/Travel	\$ 500.00	\$ 40.00	\$ 334.52				\$ 213.16							\$ 587.68
11 Equipment/Video Server	\$ 7,000.00	\$ 155.71	\$ 106.97	\$ 15.01	\$ 113.64	\$ 113.64	\$ 2,885.57	\$ 313.57	\$ 113.64	\$ 153.63				\$ 3,971.38
12 Office	\$ 3,000.00			\$ 64.00	\$ 312.99		\$ 55.00	\$ 10.59	\$ 159.23	\$ 21.75	\$ 241.57	\$ 136.64	\$ 487.72	\$ 1,001.77
13 RWMS Blue Bags	\$ 1,600.00			\$ 460.00	\$ 460.00			\$ 460.00			\$ 460.00			\$ 1,840.00
14 Shoreline Yellow Bags	\$ 3,000.00	\$ 712.50						\$ 712.50	\$ 831.25			\$ 831.25		\$ 3,130.00
15 Plat Books	\$ 750.00													\$ 313.00
16 Building Maintenance	\$ 2,000.00	\$ 98.72	\$ 48.72	\$ 175.22	\$ 338.72	\$ 122.18	\$ 68.72	\$ 48.72	\$ 684.02	\$ 283.00	\$ 30.00	\$ 849.02	\$ 98.82	\$ 3,507.98
17 Internet/Phone	\$ 4,000.00	\$ 355.93		\$ 369.96	\$ 620.08	\$ 1,030.79	\$ 191.10			\$ 347.99	\$ 498.88	\$ 196.45	\$ 210.16	\$ 2,580.39
18 Mid Michigan Library League Dues	\$ 1,600.00				\$ 821.76	\$ 1,030.72	\$ 200.00							\$ 2,052.55
19 Grant Expenditures	\$ 5,000.00	\$ 76.37		\$ 425.10	\$ 445.99	\$ 693.32	\$ 80.84	\$ 273.52			\$ 60.90			\$ 2,056.04
<b>Total Expenditures</b>	<b>\$ 81,750.00</b>	<b>\$ 4,040.40</b>	<b>\$ 6,854.76</b>	<b>\$ 3,952.42</b>	<b>\$ 5,772.31</b>	<b>\$ 5,563.35</b>	<b>\$ 6,271.69</b>	<b>\$ 5,408.38</b>	<b>\$ 5,912.44</b>	<b>\$ 4,486.87</b>	<b>\$ 8,556.99</b>	<b>\$ 4,819.73</b>	<b>\$ 3,874.30</b>	<b>\$ 61,639.34</b>
Beginning Checking Balance		\$ 100,379.38	\$ 96,767.73	\$ 92,284.52	\$ 145,254.16	\$ 162,675.28	\$ 159,428.68	\$ 153,812.69	\$ 149,423.37	\$ 144,583.16				\$ 133,170.11
Ending Checking Balance		\$ 96,767.73	\$ 92,284.52	\$ 145,254.16	\$ 162,675.28	\$ 159,428.68	\$ 153,812.69	\$ 149,423.37	\$ 144,583.16	\$ 141,665.26				\$ 132,816.01
Transfer In/Out CD														
CD Balance		\$ 33,441.52	\$ 33,441.52	\$ 33,441.52	\$ 33,441.52	\$ 33,441.52	\$ 33,441.52	\$ 33,441.52	\$ 33,441.52	\$ 33,441.52	\$ 33,441.52	\$ 33,441.52	\$ 33,441.52	\$ 33,544.05
Total Ending Balance		\$ 130,209.25	\$ 125,706.04	\$ 178,695.68	\$ 196,116.78	\$ 192,870.20	\$ 187,254.21	\$ 182,964.89	\$ 178,024.68	\$ 175,106.78				\$ 166,360.06