

Luther Area Public Library
Board Meeting Minutes
December 11, 2025

Call to Order by K. Goodlein at 4:30 p.m.

Present - Board Members K. Goodlein, K. Pendley, K. Frankfort, S. Clark, A. Baker and Director T. Laughlin

Members Absent - D. Long

Visitor Comments - N/A, no visitors attending

Agenda presented by Director Laughlin, one additional comment added to New Business by Director. Agenda as amended was approved (Goodlein/Clark 5-0).

Secretary's Minutes - presented by A. Baker from November 2025 meeting. Minutes approved (Goodlein/Frankfort 5-0).

Treasurer's Report – presented by K. Pendley. Current total in all accounts of \$294,186.65. Largest payments in November were paying for propane and new Platt books. Report was approved (Goodlein/Baker 5-0).

Librarian's Report – presented by T. Laughlin

- Attendance down slightly, from 395-368
- New registrations were up by six new members; use of MELCATS is down from 260 to 211
- Grant for Audio and Large Print in the amount of \$1,000
- Donation was made (\$300) for the express of purpose for boxed books/audio books for children who struggle to read
- Spice club had 18 people sign up and December packets have been handed out (Chili powder)
- Programming is done for now

Librarian's report approved (Goodlein/Clark 5-0).

Old Business

Drop Box – some questions remain – Do we need to access from the back, do we need to be ADA compliant? Goodlein to check with Jennifer Balcom on ADA requirements. The box has been sandblasted already. Frankfort recommend a welded piece option and will check with the shop if it can be completed. Color choice and sign attachment to be determined at January meeting after the shop has been contacted.

New Business:

- New addition to agenda: Laughlin has rescinded her resignation as Director of the Library. Board approves rescindment of resignation (Clark/Pendley 5-0). This also removes the agenda items of (a) acceptance of Director resignation and (b) hiring protocols discussion for replacement.
- Snow Shoveling of library: Hired person has quit and staff has been doing the work in the meantime. Several persons were recommended to contact to take on the work. Motion approved to contact two separate services and the Post Office to find the most reasonable service (Clark/Kees 5-0).
- Review and approval of documents from FosterSwift discussion are on hold until January after Kees/Baker have phone discussion with attorney regarding amendment potential of filling Board roles outside of the three Participating Municipalities and the Village of Luther.
- Robust discussion of current hourly wages. State of Michigan minimum wage will increase on January 1, 2026 to \$13.73/hour. This represents a 10% increase from current minimum wage.
 - Motion made and seconded by Goodlein/Clark that effective January 1, 2026 the Junior Library Assistant will receive a 18% increase to both raise the base salary and recognize pay equity. Roll call vote conducted: Goodlein (Y), Frankfort (Y), Clark (Y), Pendley (Y), and Baker (Y). Motion passed.
 - Motion made and seconded by Goodlein/Clark that effective January 1, 2026 the Senior Library Assistant will receive a 25% increase to both raise the base salary and recognize pay equity. Roll call vote conducted: Goodlein (Y), Frankfort (Y), Clark (Y), Pendley (Y), and Baker (Y). Motion passed.
 - Motion made and seconded by Goodlein/Clark that effective January 1, 2026 the Library Director will receive a 16% increase to both raise the base salary and recognize pay equity. Roll call vote conducted: Goodlein (Y), Frankfort (Y), Clark (Y), Pendley (Y), and Baker (Y). Motion passed.
 - Motion made and seconded by Goodlein/Clark that effective January 1, 2026 the Treasurer's Monthly Stipend will be increased to \$175. Roll call vote conducted: Goodlein (Y), Frankfort (Y), Clark (Y), Pendley (Y), and Baker (Y). Motion passed.
 - COLA adjustments: Motion made and seconded by Goodlein/Frankfort that effective January 1, 2026, all employees will receive a 3% increase in salary, for their FY 2026/2027 Cost of Living Adjustment increase. Roll vote conducted: Goodlein (Y), Frankfort (Y), Clark (Y), Pendley (Y), and Baker (Y). Motion passed.
 - Salary increase discussion regarding Clerk: Motion made and seconded (Goodlein/Pendley) that effective January 1, 2026, the Clerk will receive a 7% increase to comply with the IWOWA. Roll call vote conducted: Goodlein (Y), Frankfort (Y), Clark (Y), Pendley (Y), and Baker (Y). Motion passed.

Approved
2/12/2026

- Account Holder additions/removal documentation
 - Motion to remove Jodi Lucas as a signatory from all accounts at LOSB approved (Goodlein/Clark 5-0)
- Board paperwork retention – Director raised question if the documents need to be stored in a fireproof cabinet. Laughlin to evaluate costs for external hard drives or cabinets for next meeting.

Trustee Comments

- Reminder: S. Clark will be absent from January and February Board meetings.
- K. Frankfort will be leaving the Board after the February Board meeting as he is moving out of the area. Members expressed gratitude for his participation on the Board.

Next Meeting - January 8, 2026, 4:30 p.m.

Adjournment at 6:11 p.m.

Respectfully submitted,

Ann Baker