

Meeting Minutes



Call to order. The regular meeting of the Coleman Area Library Board of Trustees was called to order at 7:01 pm on Tuesday, July 16, 2024

Members Present

__Y__ Board Chairman: Nancy Robison __Y__ Board Vice Chairman: Thomas Coon __Y__ Trustee: Linda Anthony
__Y__ Treasurer: Maureen Middleton __Y__ Board Secretary: Greta Tigner __N__ Trustee: Annetta Scott
__Y__ Director: Amy Comber Gross

Guests: Hannah Karl

Members Absent: Annetta Scott

Public Comment: None

Approval of Minutes. It was moved by Linda Anthony to approve the meeting minutes from June 18, 2024. Seconded by: Maureen Middleton . All yes, motion carried.

Approval of Treasurer's Report. It was moved by Linda Anthony to approve the treasurer's report from July 2024. Seconded by: Thomas Coon . All yes, motion carried.

Approval of Bills. It was moved by Maureen Middleton to pay the July 2024 bills. Seconded by: Thomas Coon. All yes, motion carried.

Director's Report. A general library update was given. See attached report.

Unfinished business.

1. As previously discussed by the board, the Huntington Checking account was intended to be closed after current outstanding checks had cleared. The final outstanding check on that account cleared on Mon, July 1. All Huntington accounts are now closed, and all library funds are now at UBay credit union.

New business.

1. Discussion was held regarding the proposed draft of the Employee Handbook. Board members will review the draft and further discussion will be held at a future meeting.
2. Discussion was held regarding keeping doors locked if an employee is in the building alone. When the library is open, two employees should always be on duty.

Announcements. Next Board Meeting will take place on August 20, 2024

Adjournment. It was moved by Thomas Coon to adjourn the meeting on July 16, 2024 of the Coleman Area Library Board of Trustees at 7 :34 PM. Seconded by: Linda Anthony . All yes, motion carried.

Respectfully submitted, Amy Comber Gross, Library Director

Director Report for July 2024 Library board meeting

Events and Programs: We've passed the half-way point for the Summer Reading Program. Staff have enjoyed the weekly visits from kids in the SPARKS and IGNITE programs from the school. **Attendance at events so far:**

| Event | Adults | Teens | Children | Total |
|--------------------------------|------------|----------|------------|------------|
| Storytime June 4 | 10 | 0 | 32 | 42 |
| Wow Wednesday VR | 2 | 0 | 2 | 4 |
| Lava Lamps craft | 7 | 2 | 10 | 19 |
| Adventures in STEM (Delta PBS) | 9 | 0 | 22 | 31 |
| Explorers of the Sea (MCFTA) | 8 | 0 | 13 | 21 |
| Sparks students | 5 | 0 | 24 | 29 |
| Stuffie Sleepover Safari | 6 | 1 | 7 | 14 |
| Walk-in Father's Day Craft | 7 | 1 | 13 | 21 |
| Storytime June 18 | 4 | 0 | 4 | 8 |
| Sparks students | 5 | 0 | 24 | 29 |
| Sea & Sky Trailblazers (MCFTA) | 7 | 0 | 23 | 30 |
| Trivia Night | 11 | 0 | 5 | 16 |
| 3D Printing Class | 5 | 0 | 2 | 7 |
| Sparks students | 4 | 0 | 13 | 17 |
| Sparks students | 5 | 0 | 25 | 30 |
| Adventures in STEM (Delta PBS) | 6 | 0 | 10 | 16 |
| Storytime July 2 | 5 | 0 | 6 | 11 |
| Sparks students July 2 | 5 | 0 | 20 | 25 |
| Sparks students July 9 | 5 | 0 | 17 | 22 |
| Spice Up your Life July 9 | 6 | 0 | 10 | 16 |
| Totals: | 111 | 4 | 255 | 370 |

Staff news: The Coleman Area Library staff and Board of Trustees congratulates Gale Nelson on her retirement on Friday, July 12, 2024. The staff and trustees warmly thank Gale for her 38 years of service at the library. During her time as Director, Gale oversaw renovations of the old library building and construction of the current library. From bake sales to blood drives, Gale helped bring many community events to the Coleman Area Library, all while strengthening the library's resources and services.

Building Maintenance and Grounds:

1. Lewis Bros completed follow-up testing for the CSD-1 inspection for the boiler and completed required state paperwork
2. DeMar Electric provided a quote for replacing "chandelier" lights ballast and they recommended considering updating the innards of the light fixtures due to age and cost for replacement parts.

Finances, Grants & Donations:

1. The Library received generous donations from: Mr. Kenneth Crowl (in memory of Jeff Yeager and LaDonna Florence), Mr. Brad Galgoci (in memory of Sandra and Wendell Galgoci) and a donation from the Coleman Lions Club.