

Meeting Minutes



Call to order. The regular meeting of the Coleman Area Library Board of Trustees was called to order at 6:59 pm on Tuesday, August 20, 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 Y Trustee: Annetta Scott
 Y Director: Amy Comber Gross

Guests: Wendy Gross

Members Absent: None

Public Comment: None

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

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

Approval of Bills. It was moved by Maureen Middleton to pay the August 2024 bills. Seconded by: Linda Anthony. All yes, motion carried.

Approval of Form L-4029 to Levy the Millage. It was moved by Thomas Coon to approve the L-4029 and levy the millage. Seconded by: Linda Anthony. All yes, motion carried.

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

UNFINISHED BUSINESS

- Update on DeMar Electric repairs and upgrades to exterior and interior lighting.
- Review and discussion of proposed employee handbook

NEW BUSINESS

- Discussion regarding Michigan minimum wage and sick-leave law
- ServePro provided a quote for professional cleaning of the library tile and carpet
- A discussion was held regarding protecting private library documents from public view

Announcements. Next Board Meeting will take place on September 17, 2024

Adjournment. It was moved by Thomas Coon to adjourn the meeting on August 20, 2024 of the Library Board of Trustees at 8 :02 PM. Seconded by: Maureen Middleton. All yes, motion carried.

Respectfully submitted, Amy Comber Gross, Library Director

Director Report for August 2024 Library board meeting

Events and Programs:

1. The Summer Reading Program has concluded and we had a great turnout this year. 117 youth enrolled and 98 (83.7%) of those actively participated. Staff enjoyed weekly visits from kids in the SPARKS & IGNITE programs from Coleman schools. A total of 557 people attended the 29 events that were held (this includes the craft programs created for Sparks)
 - a. The top reader overall was Kaylee Whitmore
 - b. The winner of the Penny Guess was: Jackson Cripps (only 34 coins off from actual!)
 - c. Next year's theme is "Color Our World" and will be all about art
2. In September we will be re-starting our Comet Club Book Totes to the schools as well as our LEAP Homeschool Club at the library. These programs help us connect with students all year long and help support literacy in our community.
3. Several fun programs and events are being scheduled for the fall, such as "Conversation & Coloring" for adults, Puzzle Nights will be back by popular demand and, in cooperation with local businesses, we're starting a series of "Adulting 101" classes for local teens to learn important skills, such as basic car care and financial responsibility.

Staff news: Several of our staff are starting back to school soon and we wish them a great school year.

1. Mady has completed her summer work with us and is headed back to college. We will miss her!
2. Hannah is starting at CMU soon and will continue working part-time at the library.
3. Ashlynn is starting her senior year (Homeschool) and will continue working part-time at the library.

Building Maintenance and Grounds:

1. DeMar Electric provided a verbal quote for replacing "chandelier" ballasts (\$70 per ballast x 4 in each fixture). They recommended updating the light fixtures due to age and cost for replacement parts. They are checking into available options. We should be able to use Endowment Funds to pay for the upgrades and may be able to get rebates from Consumers Energy. I am also researching the possibility of a grant.
2. Patterson Plumbing came to flush and check over the water fountains that were unused for several years. They also investigated an apparent leak under the staff bathroom sink. The plumber said there is no current leak (all dry). He recommended applying Kilz Spray Paint, wait a month or two to make sure no leak returns and then repair the drywall if desired.
3. ServePro gave a quote for cleaning the library tile and carpet. This would be eligible for Endowment funds reimbursement.

Finances, Grants & Donations:

1. Grant funds were received from the Michigan Humanities Grant for the summer reading program.
2. Second payment for State Aid was received and invoice to MMLC is now due.
3. MMLC 16(4) Funds reimbursement check was received.
4. The Library of Michigan and attorneys Foster & Swift provided an update on the Michigan Minimum Wage ruling. It's scheduled to go into effect on Feb. 21, 2025. This will raise Mich minimum wage to \$10 + inflation adjustment. The current estimate for "inflation adjustment" is between \$2.00 and \$2.50, bringing min wage to \$12 or \$12.50. This means significant raises for our staff to keep everyone at/above minimum wage. This law also mandates we provide 1 hour accrual of Sick Pay per every 30 hours worked. Our Payroll company can track this for us to make sure we are providing the appropriate amount of Sick Pay.