

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, September 17, 2024

Members Present

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

Guests: _____ Kelly Huss and Jason Lewis _____

Members Absent: _____ Linda Anthony and Annetta Scott _____

Public Comment: _____ None _____

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

Approval of Treasurer’s Report. It was moved by Thomas Coon to approve the treasurer’s report from September 2024. Seconded by: Nancy Robison. All yes, motion carried.

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

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

Unfinished business

- Review and discussion of proposed employee handbook. It was moved by Thomas Coon to approve the Employee Handbook, with the stipulation that staff pay raises and sick leave will not go into effect until Jan 1, 2025. Seconded by: Nancy Robison. All yes, motion carried.

New business

- Introduction of potential new board member to represent Warren Township. It was moved by Nancy Robison to appoint Jason Lewis to the position of Trustee for Warren Township. Seconded by: Maureen Middleton. All yes, motion carried.
- Discussion regarding upcoming holiday library closures. It was moved by Greta Tigner to close the library for the following holiday dates: Nov. 28 and 29, Dec. 24, 25, 31 and Jan. 1. Seconded by: Nancy Robison. All yes, motion carried.
- Discussion regarding updates to Community Room rental agreement. It was moved by Thomas Coon to change the Community Room rental cost to \$100 with \$20 refundable if left in good condition. Seconded by: Maureen Middleton. All yes, motion carried.

- Discussion of insurance quote received for “cyber security” (electronic bank fraud) coverage. No further action needed.

Announcements. Next Board Meeting will take place on October 15, 2024

Adjournment. It was moved by Jason Lewis to adjourn the meeting on September 17, 2024 of the Coleman Area Library Board of Trustees at 7:33 PM. Seconded by: Tom Coon. All yes, motion carried.

Respectfully submitted, Amy Comber Gross, Library Director

Director Report for September 2024 Library board meeting

Events and Programs:

1. In September we re-started 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.
2. 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’ve started a series of “Adulting 101” classes for local teens to learn important skills, such as “Interviewing & Your First Job” and “Financial responsibility.” The first one, “Basic Car Care,” was taught by Dean Retzloff.
3. The library grounds will be full of activity for the upcoming Walk-Through-Town. Marci Burgess is the planner this year and she has worked hard to bring more activities and businesses into the event. On/near the library grounds we will have a cupcake business, the HeadStart organization, Delta College and more. The library will have information to hand out and we will have several yard games from the Library of Things set up for people to play.

Staff news:

1. Kelly represented the library at the Backpack Giveaway in August, while Hannah and Amy represented the library at the High School and Elementary Open House events. Amy has also been attending the monthly Coleman Business Association meetings.

Building Maintenance and Grounds:

1. Landscaping that was approved last year has now been completed by Paul Kalitta. Weeds were pulled from planted areas, sidewalks edged, landscaping rock added to low areas, overgrown bushes removed, and remaining bushes and trees trimmed to give the library a much needed “clean-up.”
2. Buried sprinkler system hose damage was repaired by Andrew Gross.
3. Gutters have been cleaned for the season by Bergen Mowry.
4. Thank you to Mike Huss for volunteering to re-paint our parking lot lines and handicap markings. The equipment was generously loaned to us from Coleman Schools.



Finances, Grants & Donations:

1. Final grant reports have been completed for the summer reading grants
2. Amy has completed and submitted the application for the Pilcrow Foundation Children’s Book Grant. This is a 2-to-1 matching grant and if we receive the grant we will be using donations and memorial funds for the \$400 match and receiving a total value of \$1200 worth of children’s books.
3. The annual Overdrive (ebooks) bill was submitted to MMLC for payment from our 16(4) Fund
4. Amy is currently compiling invoices from 2024 to be submitted for reimbursement from the Building Maintenance Endowment Fund through the Midland Area Community Foundation.
5. The American Association of University Women (AAUW) Used Book Sale at Midland Mall will once again be donating all their left-overs to us. Last time this donation amounted to over 70 boxes of used books for us to sell. Amy & Hannah will pick up the books on the weekend of Sept. 28-29.