

Meeting Minutes



Budget Hearing Call to order. The Annual Budget Hearing of the Coleman Area Library Board of Trustees was called to order at 7:00 pm on Tuesday, December 17, 2024

Members Present

Y Board President: Nancy Robison Y Board Vice President: Thomas Coon N Trustee: Linda Anthony
N Treasurer: (vacant) Y Board Secretary: Greta Tigner Y Trustee: Jason Lewis
Y Director: Amy Comber Gross

Guests: Carla Murray (new Geneva Twp. Board Member replacing Maureen Middleton), Wendy Gross

Members Absent: Linda Anthony, Lyndsy Bock (new Warren Twp. Board member replacing Linda Anthony)

Public Comment: None

Budget: Presentation and discussion were held regarding the amended 2024 cost-center budget and proposed 2025 cost-center budget.

It was moved by Thomas Coon to approve the amended 2024 cost-center budget as presented.

Seconded by: Greta Tigner. All yes, motion carried.

It was moved by Thomas Coon to approve the 2025 cost-center budget as presented. Seconded by:

Jason Lewis. All yes, motion carried.

Adjournment. It was moved by Nancy Robison to adjourn the Annual Budget Hearing on December 17, 2024 at 7:09 PM. Seconded by: Greta Tigner. All yes, motion carried.

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Regular Meeting Call to order. The regular meeting of the Coleman Area Library Board of Trustees was called to order at 7:09 pm on Tuesday, December 17, 2024

Members Present

Y Board President: Nancy Robison Y Board Vice President: Thomas Coon N Trustee: Linda Anthony
N Treasurer: (vacant) Y Board Secretary: Greta Tigner Y Trustee: Jason Lewis
Y Director: Amy Comber Gross

Guests: Carla Murray (new Geneva Twp. Board Member replacing Maureen Middleton), Wendy Gross

Members Absent: Linda Anthony, Lyndsy Bock (new Warren Twp. Board member replacing Linda Anthony)

Public Comment: None

Approval of Minutes. It was moved by Jason Lewis to approve the meeting minutes from November 2024. Seconded by: Nancy Robison. All yes, motion carried.

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

Approval of Bills. It was moved by Nancy Robison to pay the December 2024 bills. Seconded by: Jason Lewis. All yes, motion carried.

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

Unfinished business. None.

New business.

1. **Appointment of new Board Members.** It was moved by Thomas Coon to appoint Lyndsy Bock to the Coleman Area Library Board to represent Warren Township, replacing Linda Anthony. Seconded by: Jason Lewis. All yes, motion carried.

It was moved by Nancy Robison to appoint Carla Murray to the Coleman Area Library Board to represent Geneva Township, replacing Maureen Middleton. Seconded by: Greta Tigner. All yes, motion carried.

The board wishes to thank retiring board members Maureen Middleton and Linda Anthony along with retired board member Annetta Scott for their years of service.

2. **Election of Officers.** The following slate of officers was proposed by Jason Lewis and seconded by Thomas Coon. All yes, motion carried.

- a) President: Nancy Robison
- b) Vice President: Thomas Coon
- c) Treasurer: Carla Murray
- d) Secretary: Greta Tigner
- e) Trustee: Jason Lewis
- f) Trustee: Lyndsy Bock

3. **Oath of Office.** Coleman Area Library Trustees all swore to the Oath of Office:

"I do solemnly affirm that I will support the constitution of the United States and the constitution of the State of Michigan, and that I will faithfully discharge my duties as a member of the Board of Trustees of the Coleman Area Library according to the best of my ability."

3. **Change of Signatories on Financial Accounts.**

- a. It was moved by Carla Murray to remove Maureen Middleton and Linda Anthony from the United Bay Community Credit Union accounts effective Dec. 17, 2024 due to the completion of their time as board members. Seconded by: Jason Lewis. All yes, motion carried.
- b. It was moved by Nancy Robison to add Jason Lewis and Carla Murray to the United Bay Community Credit Union accounts as signatories. Seconded by: Carla Murray. All yes, motion carried.

4. **Designation of Banking Authority.** It was moved by Jason Lewis to designate United Bay Community Credit Union as the library’s financial institution for 2025. Seconded by: Greta Tigner. All yes, motion carried.
 - a. **Designation of Approved Vendors for Payments by ACH:** It was moved by Nancy Robison to designate the following Vendors as approved for ACH (electronic transfer) payments: Aflac Insurance, Burnham & Flower Insurance Agency, Consumer’s Energy, Inova Payroll, Department of Treasury/IRS, State of Michigan (ex. payroll taxes, unemployment), Midland Daily News, Spectrum
Seconded by: Carla Murray. All yes, motion carried.
5. **Designation of Monthly Board Meeting:** It was moved by Thomas Coon to designate the third Tuesday of each month at 7:00pm as the regularly scheduled library board meeting day and time. Seconded by: Nancy Robison. All yes, motion carried.
6. **Wages.** Per the Employee Handbook (approved 09/2024), the library has established wage and salary guidelines to be used in determining competitive and equitable salaries for all employees. Salary ranges are reviewed each fiscal year by the Board. Wages are determined by adding State of Michigan minimum wage, plus increase based on employee job title/duties, plus any merit or cost-of-labor increases, if applicable. Proposed 2025 wages are as follows:

Amy Comber Gross	Director	\$18.50
Hannah Karl	Library Assistant	\$14.50
Shirley Cozat	Library Page	\$13.00
Wendy Gross	Library Page	\$13.00
Kelly Huss	Library Page	\$13.00
Ashlynn Rice	Library Page	\$13.00
(Mady Scott - summer only)	Library Assistant	\$14.50
(Martha Dennis - New Hire Jan 2025)	Library Page	\$13.00

It was moved by Thomas Coon to accept the proposed 2025 staff wages as listed, to begin on January 1, 2025. Seconded by: Carla Murray. All yes, motion carried.

Announcements. Next Board Meeting will take place on January 21, 2025.

Adjournment. It was moved by Thomas Coon to adjourn the meeting on December 17, 2024 of the Coleman Area Library Board of Trustees at 7:42PM. Seconded by: Nancy Robison. All yes, motion carried.

Respectfully submitted, Amy Comber Gross, Library Director

Director Report for December 2024 Library board meeting

Events and Programs:

1. The Library will be hosting the January meeting of the Coleman Business Association.
2. Our Adulting 101 series continues to have steady attendance. December's class was about "Easy Meals" made in the microwave. Taught by Leah and Nicole from Leah's Korner Kafe.
3. Santa will be visiting the library on Dec. 20 and families are invited to listen to a story, make a craft and get their photo taken with Santa
4. Coming up in January we will have an Escape Room, Snowman craft and other fun programs

Staff news:

1. Martha will be joining our staff in January. She is currently an employee of Pere Marquette District Library in Clare and will continue to be on staff at PMDL as well as working in Coleman one day per week plus occasional Saturdays.

Building Maintenance and Grounds:

1. The year-long wait to be connected to Fiber internet is nearly done and the fiber was brought from the road to the building on Dec. 9, 2024. All that is left is to wait for approval from the ISD (Intermediate School District) to splice in and finish the hookup. This project is funded by e-rate federal grant money and brings fiber internet from the school to the library, providing a faster and more stable connection as well as reducing costs in the long run. 95% of our costs for this project are paid for with grant funds.
2. R.B.Harsh's crews have been prompt about putting salt on the sidewalks and plowing as needed.
3. City of Coleman "internal water system" inspection successfully completed on 12/12/2024.

Finances, Grants & Donations:

1. Amy has completed the annual State Aid Report, which is required to receive our State Aid funds in 2025. The Library of Michigan coordinator for State Aid reviewed the report and said it was well done. A copy of the report is available upon request.
2. The library was successful in our grant application and has been awarded the Pilcrow Foundation matching grant for children's books.
3. Coleman Area Library, in cooperation with Pere Marquette, Harrison, Gladwin and Beaverton libraries was successful in our shared grant application for MCAA grant for the 2025 Summer Reading Program. This is a matching grant. We will "sharing performers" with several local libraries to help bring costs down.
4. Amy is currently working on three other potential grants to be submitted in early 2025.