

# 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, January 21, 2025

## Members Present

Y Board President: Nancy Robison      Y Board Vice President: Thomas Coon      Y Trustee: Jason Lewis  
N Treasurer: Carla Murray      N Board Secretary: Greta Tigner      N Trustee: Lyndsy Bock  
Y Director: Amy Comber Gross

Guests: Jen Shelby (Ubay Credit Union), Jeremy Longstreth (new Geneva Twp member), Kelly Huss

**Members Absent:** Carla Murray (Resigned), Greta Tigner, Lyndsy Bock

**Public Comment:** Jen Shelby from United Bay Community Credit Union attended so that Board Members who are signatories for the Library's accounts could sign the required paperwork.

Kelly Huss commented that she's heard from several people that it's nice to see so many fun events happening at the library.

**Approval of Minutes.** It was moved by Nancy Robison to approve the meeting minutes from December, 2024. Seconded by: Thomas Coon. All yes, motion carried.

**Approval of Treasurer's Report.** It was moved by Jason Lewis to approve the treasurer's report from January, 2025. Seconded by: Nancy Robison. All yes, motion carried.

**Approval of Bills.** It was moved by Thomas Coon to pay the January 2025 bills. Seconded by: Jason Lewis. All yes, motion carried.

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

Retirement Notice: Shirley Cozat announced her retirement on January 14, 2025. The library staff and board wish to congratulate and thank Shirley for her 20 years with the library. She will be missed for her friendly smile, her helpful nature and her strong work ethic. We wish her a very happy retirement!

**Unfinished business.** None

## New business.

- 1. Accept resignation for Board Member Carla Murray.** It was moved by Thomas Coon to accept the resignation of Carla Murray and remove her from the list of signatories for library accounts. Seconded by: Jason Lewis. All yes, motion carried.

2. **Appoint new Board Member for Geneva Township.** It was moved by Jason Lewis to appoint Jeremy Longstreth to the role of Trustee, as replacement Board Member for Geneva Township. Seconded by: Thomas Coon. All yes, motion carried.
3. **Appoint new Treasurer.** It was moved by Thomas Coon to appoint Jason Lewis as Treasurer for the Coleman Area Library Board. Seconded by: Jeremy Longstreth. All yes, motion carried.
4. **Review quote for replacement lighting.** It was moved by Jeremy Longstreth to approve the quote from DeMar Electric in the amount of \$14,683.00 to replace the chandelier lighting above the library's front desk. Seconded by: Thomas Coon. All yes, motion carried.

**Announcements.** Next Board Meeting will take place on February 18, 2025

**Adjournment.** It was moved by Thomas Coon to adjourn the meeting on January 21, 2025 of the Coleman Area Library Board of Trustees at 7:25PM. Seconded by: Jason Lewis. All yes, motion carried.

Respectfully submitted, Amy Comber Gross, Library Director

## Director Report for January 2025 Library board meeting

### Staff news:

1. Martha's first day of work was Jan 9, 2025. We are excited to have her on the team.
2. Shirley Cozat announced her retirement on January 14, 2025. The library staff wish to congratulate and thank Shirley for her 20 years with the library. She will be missed for her friendly smile, her helpful nature and her strong work ethic. We wish her a very happy retirement! A retirement party is being planned in her honor.

### Building Maintenance and Grounds:

1. DeMar Electric provided a quote for replacing the chandelier lighting above the front desk. The old lighting has proprietary parts and it has become increasingly difficult to find replacement parts. The "back three" fixtures have not been used for several months due to needing repair. Rather than cobble something together, it was recommended that we replace it with updated LED lighting. This would be a qualifying reimbursable expense from the Midland Area Community Foundation Endowment Fund.

### Finances, Grants & Donations:

1. Amy recently submitted the following grant applications:
  - a. MMLC Technology & Innovation Grant was approved/granted for \$11,000
  - b. Midland Center for the Arts grant to offset summer reading program costs. It was approved for \$125.
  - c. Midland Area Community Foundation grant for replacing public computers in the amount of \$6500. It is currently under review.
  - d. Better World Books Literacy Grant to assist with Summer Reading Programming expenses. It is currently under review.
2. Donations were received this month from:
  - a. Nancy Jones donation
  - b. Multiple donations received in memory of Dorothy Robinson
  - c. The Coleman Historical Society donated in memory of Sylvia Kent
3. Tax payments have been received from City of Coleman, Warren Township and Geneva Township.
4. The errors from the 2<sup>nd</sup> Quarter Payroll and form 941 have finally been corrected and reconciled. An amended form 941 will be filed in February and the library will be receiving money back from the federal government due to overpayments.
5. The annual audit date is scheduled for April 30, 2025 with accounting firm Weinlander Fitzhugh.

## Year-in-Review

2024 Year-in-Review information is shown in the graphic to the right.

### Events and Programs:

1. In January the library hosted the Coleman Business Association membership for their monthly meeting.
2. Members of the Coleman Historical Society used the library for a meeting regarding their new building and museum.
3. The Library will again host AARP Tax-Aide for free tax preparation on Wednesdays in February, March and the first week of April. Appointments still available.
4. On Thursday, Feb 13, in conjunction with several local colleges, the library will host a FAFSA night to assist those who are college-bound in applying for financial aid.
5. On Saturday, Feb 15 the library will be holding a Valentine's Tea Party. Made possible with support from the Midland County Historical Society, who donated use of the tea sets.

