

Meeting Minutes



Call to order. The regular meeting of the Coleman Area Library Board of Trustees was called to order at 7:05 pm on Tuesday, February 18, 2025

Members Present

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

Guests: Bella Harsh, Ashlynn Rice

Members Absent: Greta Tigner, Lyndsy Bock

Public Comment: Bella Harsh introduced herself, she is a Trustee for Warren Township.

Approval of Minutes. It was moved by Jeremy Longstreth to approve the meeting minutes from January 2025. Seconded by: Jason Lewis. All yes, motion carried.

Approval of Treasurer's Report. It was moved by Thomas Coon to approve the treasurer's report from February 2025. Seconded by: Jeremy Longstreth. All yes, motion carried.

Approval of Bills. It was moved by Jeremy Longstreth to pay the February 2025 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.

- a. **Discuss and review proposed ADA statement for website.** It was moved by Jason Lewis to approve the ADA statement as written. Seconded by: Jeremy Longstreth. All yes, motion carried.
- b. **Discuss potential Bed Bugs policy.** Board advised the Director to proceed with creation of a Bug Infestation policy for future review by the Board.
- c. **Discuss potential creation of Board By-Laws committee to update by-laws.** Board will review existing By-Laws and discuss at future meeting.

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

Adjournment. It was moved by Jason Lewis to adjourn the meeting on February 18, 2025 of the Coleman Area Library Board of Trustees at 7:31pm. Seconded by: Jeremy Longstreth. All yes, motion carried.

Respectfully submitted, Amy Comber Gross, Library Director

Director Report for February 2025 Library board meeting

Upcoming events:

1. AARP Tax-Aide appointments are underway and all February appointments are filled. A few openings are available in late March. This free service allows seniors and low-income residents to get their taxes done for free by trained volunteers.
2. A Bake Sale to support Coleman Honor Society will be held at the Library on March 6 & 7.

Staff news:

1. Ashlynn was accepted to Delta College, starting fall semester of 2025. Way to go, Ashlynn!
2. Martha has begun the process of updating the library's website to meet the required Americans with Disabilities Act (ADA) compliance goals prior to the April 2026 deadline.
3. Amy, Hannah and Ashlynn are applying for Continuing Education Stipend grants to be able to attend one day of the Michigan Library Association Spring Conference in Frankenmuth in April. We will hear the results of the grant requests in early March.

Building Maintenance and Grounds:

1. Braden Wright will be taking over for Aiden Roman for lawn mowing this summer. He will charge the same cost of \$40 per mow and has agreed to also do weeding as needed.
2. DeMar Electric will order the new chandelier-style lighting for above the front desk as soon as payment is made. They intend to do the work on a Monday while we're closed, to limit disruption to the public.
3. A couple of local libraries have suffered Bed Bug issues this month and had to be disinfected. Several libraries have shared their policies/procedures for how to handle infestation. These need to be reviewed to decide if we need a similar policy. The cleanliness and safety of our building is a concern as we strive to keep everyone safe. Thankfully Coleman has not experienced this issue, but as a public space the potential is always there.

Finances, Grants & Donations:

1. Federal Funding and how it affects the library: there have been several questions from patrons and staff concerning how a stoppage of federal funding might impact the library. The largest and most immediate impact would be internet expense, as 95% of our internet costs are paid via Federal e-rate. Secondly, the statewide Michigan eLibrary (MeL) also relies on Federal funding and could be severely impacted if Federal funds are cut. The third way it would impact us is through grants. Already a few of the webinars scheduled for upcoming grants were cancelled while organizations who rely on federal funds reevaluated their ability to provide these grants. While federal money is not the primary source of funding for us, it would have a long-term effect on our budget due to internet costs and decreased grant opportunities, as well as changes at the Library of Michigan and the Michigan eLibrary.
2. Midland Area Community Foundation Grant results will be announced Feb 24
3. Donations were received this month from:
 - a. Memorial in honor of Gene and Dorothy Robinson
 - b. Memorials in honor of Evelyn Vogel
4. Tax payments have been received from City of Coleman, Warren Township and Geneva Township.
5. The annual audit date is scheduled for April 30 with accounting firm Weinlander Fitzhugh.