

Meeting Minutes



Call to order. The regular meeting of the Coleman Area Library Board of Trustees was called to order at 7:00 pm on Tuesday, May 20, 2025

Members Present

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

Guests: Wendy Gross

Members Absent: Jason Lewis, Jeremy Longstreth, Lyndsy Bock

Approval of Agenda. It was moved by Greta Tigner to approve the agenda. Seconded by: Thomas Coon. All yes, motion carried.

Public Comment: None

Approval of Minutes. It was moved by Thomas Coon to approve the meeting minutes from April 2025. Seconded by: Greta Tigner. All yes, motion carried.

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

Approval of Bills. It was moved by Thomas Coon to pay the May 2025 bills. Seconded by: Greta Tigner. All yes, motion carried.

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

Unfinished business.

- a. **Discussion of FOIA policy.** It was moved by Thomas Coon to approve the policy as written. Seconded by: Nancy Robison. All yes, motion carried.

New business.

- a. **Discussion** was held regarding the Director's request to extend Saturday hours from 9am-12pm to 9am-1pm during the months of June and July 2025. It was moved by Greta Tigner to change Saturday hours to 9am-1pm during June and July. Seconded by: Thomas Coon. All yes, motion carried.
- b. **Discussion** was held to close the library for July 5, 2025 for the holiday weekend. It was moved by Greta Tigner to close library for July 5, 2025. Seconded by: Thomas Coon. All yes, motion carried.

Announcements. Next Board Meeting will take place on June 17, 2025

Adjournment. It was moved by Greta Tigner to adjourn the meeting on May 20, 2025 of the Coleman Area Library Board of Trustees at 7:34 PM. Seconded by: Thomas Coon. All yes, motion carried.

Respectfully submitted, Amy Comber Gross, Library Director

Director Report for May 2025 Library board meeting

Events:

1. Library staff have been preparing for our annual summer reading program. This year's theme is "Color Our World" and participants will be exploring and celebrating the many ways in which art and color enriches our lives. We'll have several fun arts & crafts programs as well as presentations exploring the science of colors and more.

Staff news:

1. Delilah's first day is tomorrow, May 21, 2025. We look forward to having her on the team.
2. Kelly's last Day will be May 30, 2025. She has been a wonderful part of the library team, and we wish her much happiness and joy in her retirement.
3. MichiganWorks reached out to the library to see if we'd be interested in becoming a "short term work experience site" for their participants. This program is for people aged 16-24 years who have experienced some barrier to employment or education. MichiganWorks pays the wages for them to work for local businesses to gain employable skills.

Building Maintenance and Grounds:

1. On April 20, 2025 a window in the south-west corner of the library was broken by a teen throwing stones. The Midland County Sheriff sent the police report to the prosecutor's office requesting charges. The library will receive updates from the prosecutor. Thurston Glass ordered replacement glass and completed the repairs on May 5, 2025.
2. Patterson Plumbing completed the "Cross Connection Control Program Testing" (backflow) as required by the City of Coleman Public Services to "help eliminate possible contamination of the public water distribution system."

Finances, Grants & Donations:

1. The annual Audit took place on April 30, 2025 and was conducted by Weinlander Fitzhugh.
2. Library of Michigan was notified that they would be receiving 50% of the requested federal funds for the next budget year. This amount should allow continuation of MeLCat interlibrary loan, but they are currently evaluating their budget to determine what to cut or fund. They did announce they'll be discontinuing MeL database training for library staff and warned that many eResources will likely be cut. More information expected in September.
3. The Library thanks those who donated during the GiveLocal campaign to benefit our Endowment Fund at Midland Area Community Foundation. This was our first year participating in GiveLocal. We received \$185 in donations directly to the endowment fund.
4. The library has received several generous donations to the upcoming Summer Reading Program. Thank you to our local businesses and library patrons for your support!
5. The library was awarded a grant in the amount of \$1100 from the Dollar General Literacy Foundation to assist with the 2025 Summer Reading Program. We are very grateful for their support again this year.