



LEARN READ EXPLORE

COLEMAN AREA  
— Library —

# 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, November 18, 2025

## Members Present

Y Board President: Nancy Robison    Y Board Vice President: Thomas Coon    Y Trustee: Jeremy Longstreth

Y Treasurer: Jason Lewis    Y Board Secretary: Greta Tigner    N Trustee: Lyndsy Bock

Y Director: Amy Comber Gross

Guests: None

**Members Absent:** Lyndsy Bock

**Approval of Agenda.** It was moved by Jeremy Longstreth to approve the agenda. Second by: Thomas Coon. All yes, motion carried.

**Public Comment:** None

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

**Approval of Treasurer's Report.** It was moved by Thomas Coon to approve the treasurer's report from November 2025. Second by: Jason Lewis. All yes, motion carried.

**Approval of Bills.** It was moved by Jason Lewis to pay the November 2025 bills. Second by: Jeremy Longstreth. All yes, motion carried.

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

**Unfinished business.** None

**New business.** A draft of the proposed amended 2025 budget and proposed 2026 budget was presented for review by the board. No action is needed at this time.

**Announcements.** Next Board Meeting will take place on December 16, 2025

**Adjournment.** It was moved by Jeremy Longstreth to adjourn the meeting on November 18, 2025 of the Coleman Area Library Board of Trustees at 7:28 PM. Second by: Jason Lewis. All yes, motion carried.

Respectfully submitted, Amy Comber Gross, Library Director

## **Director Report for November 2025 Library board meeting**

### **Events:**

1. Upcoming November-December events include:
  - Nov. 20 - Understanding Native American Heritage, with traditional food to taste
  - Nov 25 - Bedazzling Books Craft
  - Dec. 4 – Cookies with Santa
  - Saturdays in December – Gift Wrapping
  - Dec. 19 – Make it a Movie – mug gift craft and movie for teens
  - Dec 23 – Lace Angel Tree Ornament
  - Dec. 27 – Interactive Frozen movie, all ages
  - Jan 2 – Blood Drive

### **Staff news:**

1. After a competitive review process, Amy was selected to participate in the “Conversations Worth Having for Library Leaders” Cohort, to take place in Feb 2026.
2. Staff will be representing the library in December at the Community Christmas Party at the Family Center

### **Building Maintenance and Grounds:**

1. Lewis Bros performed a seasonal check of HVAC equipment. They found two leaks in the ceiling, which were traced back to condensation from furnace exhaust pipes. It appears that, over time, the joints failed when the glue securing the pipes worked loose. Lewis Bros repaired these two pipes, checked the in-floor heat, and replaced furnace filters.
2. Amy reached out to DeMar Electric to repair blinking lights on the outside of the building.
3. The sprinkler system has been flushed and winterized for the season.

### **Finances, Grants & Donations:**

2. Amy has been working on a proposed amended budget for 2025 and a proposed budget for 2026. These will be discussed and voted on by the Board at December’s meeting.
3. The library’s insurance premiums proposal for 2026 was received.
4. Hannah completed a grant for HotSpots and Laptops from Mobile Beacon. We will be notified in January if our library was successful in our grant application.