

Meeting Minutes



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COLEMAN AREA
— Library —

Call to order. The regular meeting of the Coleman Area Library Board of Trustees was called to order at 7:00 pm on Tuesday, January 20, 2026

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: Martha Dennis, Hannah Karl

Members Absent: Greta Tigner, Lyndsy Bock

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

Public Comment: None

Approval of Minutes. It was moved by Jeremy Longstreth to approve the amended meeting minutes from December 2025 with spelling correction for Nancy Robison's name. 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 January 2026. Seconded by: Jeremy Longstreth. All yes, motion carried.

Approval of Bills. It was moved by Jeremy Longstreth to pay the January 2026 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.

- Library Closure, Staff Day.** It was moved by Thomas Coon to close the Library on Thurs, Feb 26, 2026 for an in-service staff day for implementation of new software. Seconded by: Jason Lewis. All yes, motion carried.
- "Library of Things" Policy update.** It was moved by Jeremy Longstreth to accept the updated *Library of Things Lending Guidelines and Agreement Policy* as presented. Seconded by: Jason Lewis. All yes, motion carried.

Announcements. Next Board Meeting will take place on February 17, 2026

Adjournment. It was moved by Thomas Coon to adjourn the January 20, 2026 meeting of the Coleman Area Library Board of Trustees at 7:17 PM. Seconded: Jeremy Longstreth. All yes, motion carried.

Respectfully submitted, Amy Comber Gross, Library Director

Director Report for January 2026 Library board meeting

Events:

1. In January, the library partnered with local organizations to hold a Blood Drive, Emergency Prep class with MSU Extension, and a FAFSA college funding night for students.
2. Coming in February: “Fur-Ever Valentine” event with adoptable cats from Karma Cat Café in Mt. Pleasant, “Junk Journaling” craft class, 3D Printing Class, Mario Brothers Movie Night, Video Game Trivia Night.

Staff news:

1. Training on the new Circulation software (Polaris) is on-going, and we will go live with the new software on February 26, 2026.
2. Staff have been working on shifting book collections to combine Fiction Hardcover with Fiction Paperback in preparation for the new circulation software, which will change some of our collection codes.
3. Martha completed inventory of all books in the library. She is working on re-labeling children’s books in preparation of new collection codes.
4. Amy met with Streamline Web to start the ADA-compliance upgrades to our website. Amy will start training soon for handling the ongoing website maintenance.

Building Maintenance and Grounds:

1. Harsh has been plowing and salting the sidewalks and parking area as needed.

Finances, Grants & Donations:

1. W-2 forms were received from our payroll company on Jan 13, 2026, and have been handed out (or mailed) to staff.
2. Amy submitted the application for the MMLC Technology and Innovation grant for 2026.
3. Amy is working on the Worker’s Compensation Insurance Policy annual audit.
4. Weinlander Fitzhugh has set the date for the library’s annual audit for: April 27-29. Board information and three board questionnaires were received from the auditor and will be distributed to the named board members at the January meeting.
5. Tax payments have been received from Geneva Township, Warren Township and the City of Coleman.