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COLEMAN AREA
Library

Meeting Minutes

Budget Hearing Call to order. The annual budget hearing of the Coleman Area Library Board of Trustees was called to order at 7:00 pm on Tuesday, December 16, 2025

Members Present

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

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

Y Director: Amy Comber Gross

Guests: Hannah Karl

Members Absent: Nancy Robison, Jason Lewis, Lyndsy Bock

Approval of Agenda. It was moved by Jeremy Longstreth to approve the Budget Hearing agenda. Seconded by: Greta Tigner. All yes, motion carried.

Public Comment: None

Budget: Presentation and discussion were held regarding the amended 2025 cost-center budget and proposed 2026 cost-center budget.

It was moved by Jeremy Longstreth to approve the amended 2025 cost-center budget as presented. Seconded by: Greta Tigner. All yes, motion carried.

It was moved by Greta Tigner to approve the 2026 cost-center budget as presented. Seconded by: Jeremy Longstreth. All yes, motion carried.

Adjournment. It was moved by Jeremy Longstreth to adjourn the Annual Budget Hearing on December 16, 2025 at 7:07pm. Seconded by: Greta Tigner. All yes, motion carried.

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Annual Meeting Call to order. The regular annual meeting of the Coleman Area Library Board of Trustees was called to order at 7:08 pm on Tuesday, December 16, 2025

Members Present

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

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

Y Director: Amy Comber Gross

Guests: Hannah Karl

Members Absent: Nancy Robison, Jason Lewis, Lyndsy Bock

Approval of Agenda. It was moved by Greta Tigner to approve the regular meeting agenda. Seconded by: Jeremy Longstreth. All yes, motion carried.

Public Comment: None

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

Approval of Treasurer's Report. It was moved by Jeremy Longstreth to approve the treasurer's report of December 2025. Seconded by: Greta Tigner. All yes, motion carried.

Approval of Bills. It was moved by Jeremy Longstreth to pay the December 2025 bills. Seconded by: Thomas Coon. All yes, motion carried.

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

Unfinished business. None.

New business.

1. **Election of Officers.** The following slate of officers was proposed by Thomas Coon and seconded by Greta Tigner. All yes, motion carried.

- a) President: Nancy Robison
- b) Vice President: Thomas Coon
- c) Treasurer: Jason Lewis
- d) Secretary: Greta Tigner
- e) Trustee: Jeremy Longstreth
- f) Trustee: Lyndsy Bock

2. **Oath of Office.** Coleman Area Library Trustees swore to the Oath of Office:

"I do solemnly affirm that I will support the constitution of the United States and the constitution of the State of Michigan, and that I will faithfully discharge my duties as a member of the Board of Trustees of the Coleman Area Library, according to the best of my ability."

3. **Designation of Banking Authority.** It was moved by Thomas Coon to designate United Bay Community Credit Union as the library's financial institution for 2026. Seconded by: Jeremy Longstreth. All yes, motion carried.

4. **Approval of Signatories on Financial Accounts:** It was moved by Greta Tigner to keep Nancy Robison, Thomas Coon, and Jason Lewis listed as signatories on the United Bay Community Credit Union accounts. Seconded by: Jeremy Longstreth. All yes, motion carried.

3. **Designation of Monthly Board Meeting:** It was moved by Jeremy Longstreth to designate the third Tuesday of each month at 7:00pm as the regularly scheduled library board meeting day and time. Seconded by: Greta Tigner. All yes, motion carried.

4. **Wages.** Per the Employee Handbook (approved 09/2024), the library has established wage and salary guidelines to be used in determining competitive and equitable salaries for all employees. Salary ranges are reviewed and authorized each fiscal year by the Board. Wages are determined by adding State of Michigan minimum wage (2025 = \$12.48, 2026 = \$13.73, 2027 = \$15.00), plus increase based on employee job title/duties, plus any merit or cost-of-labor increases, if applicable. Proposed 2026 wages are as follows:

Name	Title	2025 wage	2026
Amy Comber Gross	Director	\$18.50	\$19.75 \$22.00
Hannah Karl	Proposed: Assistant Director	\$14.50	\$17.75
Martha Dennis	Proposed: Library Assistant	\$13.50	\$16.00
Delilah Cameron	Library Page	\$13.00	\$14.25
Sheri Crosswhite	Library Page	\$13.00	\$14.25
Wendy Gross (seasonal)	Library Page	\$13.00	\$14.25
(possible new hire)	Library Page	-----	\$14.25

It was moved by Jeremy Longstreth to amend the 2026 proposed payroll chart to pay hourly wages to Amy Comber Gross of \$22.00 per hour, instead of original proposal of \$19.75 per hour, to begin on Jan 1, 2026. Seconded by: Greta Tigner. All yes, motion carried.

It was moved by Thomas Coon to accept the remaining 2026 payroll changes and titles as proposed, to begin on Jan 1, 2026. Seconded by: Greta Tigner. All yes, motion carried.

Announcements. Next Board Meeting will take place on January 20, 2026, at 7:00pm.

Adjournment. It was moved by Greta Tigner to adjourn the meeting on December 16, 2025, of the Coleman Area Library Board of Trustees at 7:38 PM. Seconded by: Jeremy Longstreth. All yes, motion carried.

Respectfully submitted, Amy Comber Gross, Library Director

Director Report for December 2025 Library board meeting

Events:

1. The library has participated in several community events this month. Amy & Hannah set up a table at the Coleman Family Center Christmas Party. The library also assisted with preparations for the parade and tree lighting, for the Coleman Business Association.
2. The library acquired an annual movie license through our cooperative (MMLC), allowing us to show movies. We will have a couple of holiday movie events this month. The first will be geared for teens and will include a craft (making a gift mug). The second will be an interactive Frozen movie event for all ages.
3. Coming in January we will have a Blood Drive, Emergency Prep class with MSU Extension, a FAFSA college funding night, puzzle competition, and more.

Staff news:

1. Streamline Web will begin the ADA-compliance upgrades to our website in January.
2. Training for the new Circulation software (Polaris) is on-going, and we expect to go live with the new software in February.

Building Maintenance and Grounds:

1. Amy contacted the Midland County Prosecuting Attorney's Office for an update regarding the case against the young person who broke the library window last April. The response was: "The case is still under review, and no charging decision has been made at this time." They requested a copy of the invoice showing the amount we paid for the broken window.
2. DeMar Electric fixed/replaced one of the streetlights that was not operating correctly and ordered parts for a couple of "blinking" can lights around the exterior of the building.

Finances, Grants & Donations:

1. Amy is currently working on three potential grants to be submitted in early 2026. Hannah is currently reviewing two additional grants for possible submission in early 2026.
2. The library was successful in our grant application for the Pilcrow Foundation and will be receiving 75 children's books soon.
3. Coleman's total membership fees for Valley Library Consortium in 2026 will be \$6848.
4. MidEastern Michigan Library Cooperative's Technology and Innovation grant for 2026 was reduced by \$4000 due to changes in membership. Coleman will be receiving \$7000 in funding for next year instead of the \$11,000 we've been receiving for several years.