

Petoskey District Library

Board of Trustees Meeting Minutes March 19, 2024

Meeting called to order at 5:00 pm by President Kim Block

Present: Kim Block, Ann Ingles, Mike Atchison, Amy Janssens, Quintin Janssens, and Val Meyerson (Library Director). **Absent:** Trevor Nelson. Quorum requirements met.

Agenda: Approved by consensus.

Minutes from the February meeting: approved by consensus.

Approval of January bills:

- Amy asked about Janet Armstrong bills. Val explained that a check was lost and re-issued.
- Amy asked about Mitchell Graphics. Val explained that the expense was for the quarterly newsletter postage
- Approved by consensus.

Treasurer's report: Amy filled in for Treasurer Nelson and reported that we are on target per the budget.

Friends of the Library report: Lori Smith presented on behalf of the Friends.

- The "Cabin Fever" book sale went well.
- New board member: Jessica Smith
- Will continue night at the library event
- Val explained her vision re: the rearranging and remodeling of the second floor, to the Friends board. The Friends liked the idea and agreed to support it, whenever it might make sense. Mike asked Val for a timeline. Val explained that it is just an idea at this point.

Director's report: Val referred the board to her written report, which was provided in advance of the meeting, and highlighted the following:

- Construction update: 1 more bill will be incurred and paid this spring when the final items are completed after winter.
- PHSACF (Community Fdn) library fund distribution this year will be over \$3k.
 - Val explained to the board how the fund works
 - The board agreed to discuss what to do with the money (take it or re-invest it) at the April meeting
- Val provided copies of the annual report to the board and highlighted its contents.
 - Val pointed out that the circulation number on the report on not accurate but corrected numbers will be available soon.
 - Val noted that the meeting rooms have been really busy, as indicated in the report.

- Val reported to the board that she has been attending meetings of the township trustees to officially request that the library millage be put on their ballots.
- As a complement to the figures in the annual report, Val provided to the board on geographical sources of revenues and population statistics, which shows the contributions of the City and each of the townships and the number of households and cardholders in each area.
- Val has been very pleased with Steve Solomon, the current maintenance person. He has completed many projects that were on the to-do list for a long time before he started in the position.

Board Comments:

- Amy and Mike both complimented Val on the layout and content of the annual report.
- Amy asked about the library's use of ChatGPT. Val stated that it has been very useful.
- Amy was pleased to see the embryonic chickens in the teen section. The staff is hoping to have chicks by Easter.

Unfinished Business:

- Student Trustee update:
 - Kim asked Quintin and Amy for an update. Quintin explained that applications are due this Thursday.

New Business:

- **Personnel Handbook: Vacation allotment change:** Changed to match the City of Petoskey's recent changes. Complete details included in board packet. Val highlighted the following changes.
 - Emergency closings pay policy: Kim asked for a clarification of "emergency" vis-a-vis this policy. Val provided some examples. It doesn't happen often, but can be a weather event or utility problem.
 - Kim asked about "floating holidays". Val explained.
 - Kim asked about the prohibition on wearing jeans. Val explained.
 - Ann moved to approve the policy changes. Amy seconded. Vote taken and motion passed unanimously.
- **Policy review: FOIA** Val explained fee changes.
 - Ann asked if a summary of the FOIA policy is on the website. Val explained that it is, and the full policy is available to the public upon request.
 - Mike made a motion to approve the changes. Ann seconded. Vote taken. Passed unanimously.
- **New Policy: Respiratory Virus** (replacing COVID response policy)
 - Policy changed to match CDC's new guidelines.
 - Amy asked about exposure policy. Val explained.
 - Amy made a motion to approve the new policy. Ann seconded. Vote taken. Passed unanimously.
- **Director Evaluation:**
 - Kim read a summary of the board's 2023 year-end evaluation of Val's job performance and progress toward 2023 and long-term goals. Performance rated as excellent by the board

- Upon Ann's suggestion, Mike made a motion to allow Val the 1% raise allowed for by the board in the 2024 budget, retroactive to her February anniversary date. Ann seconded. Vote taken. Passed unanimously.
- Bear Creek Township requests (3): Present in the audience from BC Township were trustee Joe Hoffman and township employee Garrett Langen-Muir.
 - Further clarification and assurance that BC township money will not be used for capital improvements:
 - The language of the agreement between the PDL and the township will be adjusted as needed to provide further assurance, but this is already provided for therein.
 - Request for representation on the board in a non-voting capacity:
 - This was discussed by the board. Val offered an alternative arrangement of a recurring spot on the monthly meeting agenda for each of the townships to address and ask questions of the PDL board. No decision was made regarding this.
 - Instead of a millage of .4 mills, some township representatives were advocating for an assessment based on the number of cardholders.
 - The board discussed this at length and engaged the township representatives in the discussion. The board expressed a desire to stick with a request to the voters to approve .4 mills, expressing concern about having different arrangements with different townships and the negative consequences that the various parties may suffer by using a cardholder based system, including, but not limited to, a lack of predictability.

Public Comments:

- Holly - supports putting the townships on the PDL meeting agenda.
- Joe Hoffman stated the he has repeatedly encouraged representatives from Little Traverse and Springvale Townships to attend the PDL monthly board meetings.
- Lori Smith asked for clarification of the annual usage report. Val to explain after the meeting.

Adjournment: Meeting adjourned at 5:53 pm by Kim Block

Submitted by Mike Atchison, Secretary