

Petoskey District Library

Board of Trustees Meeting Minutes April 25, 2024

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

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

Agenda: Approved by consensus.

Minutes from the March meeting: approved by consensus.

Approval of March bills:

- Amy asked about Janet Armstrong bills. Val explained that she is a tutor.
- Approved by consensus.

Financial Statement review:

- Ann asked Val why capital outlay is currently at 1400% of budget. Val explained that some of the construction/capital improvements were not completed until 2024. Val will have the 2024 budget amended and present that to the board for approval at the next meeting.

Friends of the Library report: Sarah Biskup presented on behalf of the Friends.

- New board member: Jessica Smith
- Joyce is stepping down as treasurer

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

- Val explained in more detail the TOPONexus scavenger hunt kits.
- Val would like 1 or 2 board members to be on the strategic planning committee (along with staff).
- Get out the Vote committee: Val would like board help
- The Public Library Cohort has put out a 10 question survey that Val would like library users to complete.
- Val has been elected to the MLA board. Her term begins in June.
- Construction update:
 - A few minor punch-list items still left to do
 - The workers found a leak in the roof
 - We are waiting for warmer weather so the masons can finish their work
 - Landscapers will be in soon to seed
- Ann asked about the addition of a third weekly Storytime. Val explained that the purpose was to reach more people, not so people can attend multiple times per week, unless they want to.
- Val explained the ROI calculator

- Val reported that she was just notified that the library received a grant to support the film series and explained the improvements the grant money will enable.
- Kim expressed her approval of the TOPONexus program and is interested in training as a facilitator.
- Amy asked about the Library Crawl and Val explained how it will work.

Comments / Questions from Township representatives:

- Resort: Holly A. was present. No questions or comments.
- Bear Creek: Garret Muir present. He asked about the board packet. Also asked if the northern counties were well-represented on the MLA board.
- Springvale and Little Traverse - no rep present

Board Comments:

- Amy expressed her approval of the school visits and eclipse glasses, and also shared an anecdote to demonstrate what a great resource the library is for connecting a family new to the area to the community.

Unfinished Business:

- Student Trustee update:
 - Kim to check PHS for applications.
 - Quintin thinks there may be 2 students interested, per Casey Riley (PHS teacher)
 - Amy asked how we can reach more students. The board brainstormed for a couple of minutes.
 - Kim was surprised there have not been more applicants.
 - The board agreed to extend the application deadline to May 15.
 - Kim will check with Nate Gross (PHS teacher)

New Business:

- **Student Trustee exit interview** - Trevor will conduct this week.
- **PHSACF fund money** - The 2023 distribution is \$3669.87.
 - Kim asked Val how she would like to use it and if there are any immediate needs not budgeted for. Val said she would like to reinvest it / keep it in the fund to further grow the principal. The board agreed to reinvest the money.
- **Revised Employee Dress Code Policy:**
 - The board discussed.
 - Ann made a motion to approve the new policy. Trevor seconded. Vote taken. Passed unanimously.
- **Discussion: adding a second public comment:**
 - The board discussed the idea of adding a public comment opportunity to the beginning of the monthly meetings (in addition to the current opportunity at the end of the meetings).
 - The board decided to add a second public comment at the beginning of the meeting.
- **Approval of proposed Springvale Twp contract** (to be voted upon by the Twp)
 - Mike moved to approve as written. Amy seconded. Vote taken. Passed unanimously.
- **Approval of proposed Resort Twp contract** (to be voted upon by the Twp)

- Ann moved to approve as written. Trevor seconded. Vote taken. Passed unanimously.
- **Approval of proposed Little Traverse Twp contract**, already approved by the Township
 - Amy moved to approve as written. Ann seconded. Vote taken. Passed unanimously.
- **Approval of proposed Bear Creek Twp contract** (to be voted upon by the Twp)
 - Trevor moved to approve as written. Mike seconded. Vote taken. Passed unanimously.
- **Proposed second floor Flip Flop remodel project:**
 - Val explained her ideas for changing how the second floor is set up and what additions and changes she would like to see to benefit library users.
 - Val will go upstairs with whoever wants to see the current layout and have the proposed changes explained with the benefit of being in the space.

Public Comments:

- Katie N. (City of Petoskey) - would prefer that there would be only 1 public comment period allowed, and that it stay at the end of the meeting.

Review and discussion of the second-floor space.

Adjournment: Meeting adjourned at 6:25 pm by Kim Block

Submitted by Mike Atchison, Secretary