

## Petoskey District Library

### Board of Trustees Meeting Minutes August 22, 2024

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

**Present:** Kim Block, Ann Ingles, Mike Atchison, and Val Meyerson (Library Director). Absent: Amy Janssens, Brady Olson (student), Trevor Nelson (arrived at 5:25 pm). Quorum requirements met.

**Agenda:** Approved by consensus.

**Public Comment:** None.

**Minutes from the July meeting:** approved by consensus.

#### **Approval of July bills:**

- Kim asked about the OHM and Gordon Construction bills. Val explained that these are the final bills from the construction project.
- Approved by consensus.

#### **Financial Statement review:**

- Mike asked Val to explain and update the board on the general and reserve funds. Val explained.
- Mike asked about the timing of the tax revenue from the various municipalities. Val explained.

**Friends of the Library report:** Mary presented on behalf of the Friends.

- They are still short a couple of board members but did pick up 2 new ones recently. They are working on organizing committees with the new people. The paid membership is growing.

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

- The human library was a success and Val reported on the feedback from the participants.
- Library usage numbers continue to go up.
- Kim asked about the October fundraiser. Val laid out the plan.

#### **Comments / Questions from Township representatives:**

- Bear Creek: Joe Hoffman asked how the human library "books" were selected. Val explained.

**Board Comments:** Kim commented that the human library was one of the best experiences she's ever had at the library.

**Unfinished Business:**

- None.

**New Business:**

- **Semi-annual review of Director's goals**
  - Val referred the board to the report she prepared in the board packet and went through it with the board.
  - Regarding the strategic plan, Val is waiting for more data analysis from U of M on the library survey.
- **Budget discussion**
  - Val presented the wage comparison report she prepared and included in the packet and hit the highlights of the draft budget.
  - Kim asked for confirmation that the capital outlay line item will be met with City funds, rather than township funds. Val confirmed.
  - Kim asked about the necessity of replacing the table in the kids area and also about the value of maintaining an ancestry.com subscription. Val explained the need to replace the table and how the staff decides whether to renew subscriptions.
  - Kim and Ann asked Val about her comfort level with the fund balance figures on the draft budget. Val explained and a discussion followed. Val is comfortable, especially considering that she is always conservative on both revenues and expenses on her budgets. She expects the fund balance to continue to grow for the next few years. Also, Shane from the City has agreed to help if the Library ever has a cash-flow problem.
  - Kim asked about the travel and training line items. Val explained.
  - No board action was required regarding the budget, as this was just a draft. Val will move forward with the budgeting process.
- **Second floor renovation discussion**
  - Val was seeking the board's input and either approval or disapproval on the renovation concept as a future priority.
  - The board discussed the issue and it was agreed that this would be an appropriate topic for the Strategic Planning Committee to consider this fall when it sets the priorities for the next few years.

**Public Comment:**

- Garrett Muir from Bear Creek Twp asked whether volunteers could help with the moving of collections if the second floor renovation project happens. Val explained the difficulty of using volunteers and that the plan would be to use a company that specializes in this if the renovation is undertaken.
- Garrett Muir from Bear Creek Twp also asked Val if she has considered a standard yearly increase for employees based on the CPI. Val explained that she gets her COLA figures from the Federal Bureau of Labor.

**Adjournment:** Meeting adjourned at 6:07 pm by Kim Block

Submitted by Mike Atchison, Secretary