

Petoskey District Library

Board of Trustees Meeting Minutes October 24, 2024

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

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

Agenda: Approved by consensus.

Public Comment: None.

Minutes from the September meeting: approved by consensus.

Approval of August bills:

- Ann asked about the payment to Springvale Twp. Val explained that they overpaid.
- Kim asked about the \$260k payment. Val explained that this was a payment against the bond balance.
- Amy asked about the Envisionware expense. Val explained that this is the annual fee.
- Approved by consensus.

Financial Statement review:

- Kim asked about the capital outlay overage of \$6950.20. Val explained.
- Mike and Kim asked for a refresher on the various fund and cash-account line items on the balance sheet. Val explained.

Friends of the Library report: Merry Baxter from the FOL board presented on behalf of the Friends.

- They had a retirement party for the 7 board members who recently retired from the board. They are looking for new board members from within their broader membership.
- 3 upcoming events:
 - Speaker at the Carnegie Bldg – History of Nubs Nob, November 25
 - Candy Cane Village and book giveaway at the Downtown open house
 - Fundraising committee is planning next fall's "night at the library" fundraiser

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

- Val will have a full report from the recent MLA conference to present to the board at the November meeting.
- U of M students are helping with user experience and accessibility aspects of the PDL website. Val lauded the students and their contributions.
- Strategic Planning Committee. Val asked the board to help recruit for the focus groups and updated the board on the Committee's progress.
- Kim asked about Wonder Media. Val explained how this is used in the youth department.
- Brady asked about the high school student response to the non-cardholder survey after he presented to the Key Club. Val reported that 4 more students did the survey after his presentation.

Comments / Questions from Township representatives:

- None.

Board Comments:

- Ann attended a recent school board meeting and noted that the Sheridan Elementary principal, Mark Oberman, reported to the board that he attended Family Literacy Night and gave it a glowing review, along with the library in general.

Unfinished Business:

- None.

New Business:

- **New part-time sick leave policy**
 - Val referred the board to the material provided in the board packet and pointed out the key provisions.
 - Kim asked several questions about the accrual of personal days, sick days, vacation days, etc. and how it differs between full and part time employees. Val explained.
 - Amy asked how many employees have been with the PDL for several years. Val responded that many of the employees are long-time employees.
- **Updated wage scale**
 - Val explained the changes. No discussion. Ann moved to approve. Amy seconded. Vote taken. Passed unanimously.
- **Early closure the day before thanksgiving**
 - Val requested that the library close at 6 pm on Wednesday, November 27. Ann moved to approve. Amy seconded. Vote taken. Passed unanimously.
- **Policy Review**
 - Administration: No changes proposed. No questions or concerns from the board.
 - Meeting room policy changes: Amy moved to approve. Ann seconded. Vote taken. Passed unanimously.
 - Teen Area: No changes proposed. No questions or concerns from the board.
- **Emmet Co. agreement for Senior Citizen Services (Bibliobag)**
 - Val referred to the copy of the agreement in the board packet and highlighted the key provisions. Trevor made a motion to allow Kim to sign the agreement as the board president. Ann seconded. Vote taken. Passed unanimously.

Public Comment: Karen Cole from the City of Petoskey complimented the board on its ability to have meaningful and civil discussions.

Adjournment: Meeting adjourned at 6:03 pm by Kim Block

Submitted by Mike Atchison, Secretary