

VICKSBURG DISTRICT LIBRARY

Minutes-17 May 2023

Roll Call: Present- David Aubry, President; Trustees: Dr. Lloyd Appell; Schoolcraft TWP, Sue Frisbie and Gail Reisterer; Village of Vicksburg; Christina Forsyth, Mark Prairie, Brady TWP:

Absent- Dr. Ron Smith, Vice president, Village of Vicksburg; Margaret Kerchief, Secretary: Brady TWP:

Also present: Eric Hansen, Library Director, Chuck Moerdyke, Accounting Alternatives.

Public Comment: none

Call to Order: 6:00 pm, in the absence of Secretary Kerchief, Aubry called for volunteers to serve as secretary, he then appointed himself as Acting Secretary

Approval of Minutes: MSC (Appell/Forsyth) to approve the minutes as presented, yeas: all present: nays: none

Finance:

Approval of Bills MSC (Appell/Forsyth) to approve payment in the amount of \$12,687.59, yeas: all present: nays: none

Review of Financials: Current reports were reviewed in a new format that showed additional details on the same page allowing for easier comparison and fewer pages. Due to needed repairs, the repair and maintenance account will need to be revised.

Paycheck signing: June 13: Aubry/Reisterer; June 27: Aubry/Reisterer

Communications:

- a) Letter of Resignation: Margaret Kerchief tendered a letter of resignation.
- b) Michigan Dept of Treasury email regarding retirement account Corrective Action Plan. The most current 5572 form supplied by Siegfried and Crandall was submitted showing the library is over the 63% threshold. The Director requested removal of the "underfunded" designation The Michigan Dept of Treasury will review the request on May 17th.
- c) A list of updated web addresses for the Michigan Public Library Trustee Manual and the Public Library Financial Guide.

Old Business:

Building/Facilities updates: a) Sackett Brick and Fireplace has completed repairs and the balance paid.

b) All Seasons has been retained for mowing and snow removal.

c) Remodeling & Fredericks Construction: 1. The director continues to contact the firm regarding an updated estimate. 2. MSC (Reisterer/Frisbie) the director withdraw a maximum of \$7,000 to beautify and upgrade the grounds and building from the Kalamazoo Community Foundation. Yeas: all present; nays: none

MSC (Reisterer/Frisbie) the director *withdraw* a maximum of \$7,000 to beautify and upgrade the grounds and building *from the Kalamazoo Community Foundation spendable* account.

Discussion centered on a timeline that would include improvements before the Old Car Show. Tood Arent was suggested as a resource for exterior clean-up work.

New Business:

MSC (Appel/Forsyth) to accept the resignation of Margerat Kerchief with regret. Yeas: all present; nays: none.

MSC (Appel/Reisterer) to table filling the positions of secretary and treasurer. Yeas: all present: Nays: none. Annual report L-4029 is due by the end of September and is signed by the secretary.

MSC (Reisterer/Forsyth) to close the current CD about to mature. The principle to be invested in a new CD with the date reset to make it closer to board meetings. Yeas: all present: Nays: none.

MSC (Reisterer/Appel-Forsyth) to approve the annual report of the director. Yeas: all present: Nays: none.

Report of the Director: Library statistics were presented for the month and compared to the previous year. The May staff meeting was cancelled due to lack of items to be covered. June highlights will be support for the summer reading program. There will also be a safety discussion about active shooter incidents.

Members Time:

The availability of Narcan at the library was questioned.

Sue Frisbie volunteered to coordinate with Shari Lewis of Generous Hands to distribute unsold children's books from the book sale.

Adjournment: 7:36