

Vicksburg District Library Board

Minutes
16 February 2023

Roll call- Present: David Aubry -Schoolcraft Township/ (President), Ron Smith -Village of Vicksburg (Vice President), Margaret Kerchief-Brady Township/(Secretary), Louise Russell-Brady Township/ (Treasurer), Gail Reisterer-Village of Vicksburg /(Trustee), Sue Frisbie - Village of Vicksburg/(Trustee), and Christina Forsyth-Brady Township/ (Trustee). **Absent:** Lloyd Appell - Schoolcraft-Township/(Trustee),

Also present: Eric Hansen (Library Director)

Guest: Chuck Moerdyck

Public comment: none.

Called to order 6:01 p.m. by President Aubry.

Approval of Minutes: MSC to approve the January minutes Forsyth/Reisterer: **Vote:** yeas, all members present.

Finance: MSC to approve bills in the amount of \$12,257.53 Kerchief/Reisterer **Vote:** all members present.

Review of Financials: Members of the Library Board had several questions concerning the financial report. The Director and Mr. Moerdyck clarified those questions. To note; Baker and Taylor is a book retailer and #963 had a typing mistake, should have been Contingency Fund. MSC to accept Review of Financials as presented Reisterer/Forsyth. **Vote:** Yeas, all members present.

Paycheck signing: March 7th: Aubry/Reisterer and March 21st: Aubry/Reisterer

Communications: none

Old Business: Director contacted the Library of Michigan and SMLC and was informed that “no” the library is not required to solicit a minimum number of bids for construction.

New Business:

MSC to have open public meeting concerning 2023-24 Budget, Forsyth/Reisterer. **Vote:** yeas, all members present - 6:24 pm.

Budget: Director supplied a revised copy of the 2023-24 Budget to include subtracting \$2,000 from payroll, adding \$250 to the Video Games line, and adding \$1,750 to the Designated Expenditures area of the budget. Director took a few moments to make copies of the 2023-24 Revenue not included in the meeting packets. MSC to accept the revised 2023-24 Budget as presented, Smith/Kerchief. **Vote:** Yeas, all members present. MSC to close the open public meeting concerning 2023-24 Budget, Forsyth/Reisterer. **Vote:** yeas, all members present - 6:38 pm. **To be noted, Secretary completed and signed the Budget Resolution after Board Meeting ended.**

Personnel Committee Presentation: The Personnel Committee consists of three trustees: Gail Reisterer, Lloyd Appell, and David Aubry. Director took a few minutes to make copies of the report of the Personnel Committee. The committee greatly appreciated the information provided by the Director. Their recommendation was to continue the goals set by the previous committee. MSC to accept recommendations of the Personnel Committee, Kerchief/Reisterer. **Vote:** yeas, all members present.

Much discussion ensued to include possible method to assist payment for out of district library cards for those who can not afford card. Director explained how it is sometimes confusing as to who might be in our district for free library cards, especially in outlying areas.

The discussion of possible salary increase for Director ensued. Director made copies of the list of libraries in Michigan by Class designation 1-6. Statements by trustees indicated that we wanted to make our Director's salary commensurate with other directors in the same Class 4 library size, and that the board was pleased with the job the Director was doing, and we would want to keep him at our library. Director voiced his unease in being part of this discussion but did say that increased sick days or vacation days would be most helpful to him, especially when he might need to take care of family business. MSC to increase salary of Director by 6%, Forsyth/Reisterer. **Vote:** Yeas, all members present. The Personnel Committee will research salary issue and possibility of increased sick or vacation days.

CD Maturation: We have two CDs which will mature in March, on the 1st and the 18th. There is great volatility concerning the amount of interest to be paid on CDs. The rates are only being guaranteed for two weeks. Per the Director's suggestion, MSC to cash out the March 1st CD and hold money until our 16 March Board meeting to decide where and when we would reinvest March 1st CD and decide same for CD that matures on March 18th, Reisterer/Forsyth. **Vote:** yeas, all members present. **To be noted:** Director informed board that Edward Jones is not on the list of approved investment opportunities. Regulations only permit certain types of investments by municipalities, the library being considered a municipality due to levying taxes.

Leather Chairs and Construction Bid Update: A trustee suggested that we submit a request to the Vicksburg Foundation to defray cost of new leather chairs. This suggestion was tabled because the brickwork on the roof is leaking, and we have no idea what the cost of repair will be. Director is waiting for the Sackett Company to give quote for repairs. Also, other construction considerations were put on hold due to brickwork leak. Director did have construction bids for previously discussed items: \$53,207 bid from Frederick Construction and \$73,680 bid for same work from Adam Garland Construction. Another unexpected expense was from Roto-Rooter for about \$300.

Report of the Director:

1. The new Youth Services Librarian, Susan Kallewaard, has been working to offer new and more programs to include Bulldog Break Time for middle school youth and Teen Space meeting for those in high school. A suggestion was made to e-mail schools to advertise or inform students about programs the library offers. Advertisement for programs is currently on the Library web page and at main desk.
2. The library continues to provide space for Bridge Club meetings, Tai Chi group practices, and local quilters' group meetings.
3. The Director hosted the monthly Writers Roundtable group and started the Adult Winter Reading Program "Winter Awe".
4. The Circulation and Reference Librarian hosted a monthly Book Club, a Chat and Craft group, and the showing of the film "Little Women".
5. The total number of engagements for 2023 was slightly less than the same period in 2022.

Staff Meeting:

1. Laura reviewed tasks which clerks can do when there are no patrons to assist.
2. Director discussed importance of shredding private patron information.
3. Director is encouraging staff to make eye contact and verbally greet patrons.
4. Susan wants to advertise Young Adult and Children's Programs verbally at main desk or by information cards at the main desk.
5. Director would like to have two locking cases in the lobby and near the main desk filled each month with hobbies, upcoming programs, anything of interest to staff and patrons.
6. Director emphasized the importance to changing patron accounts correctly between check outs.

Adjournment: 7:48 pm.

Next Board Meeting is March 16, 2023.

Respectfully submitted,
Margaret Kerchief, Secretary