

## **Superior District Library**

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541 Library Dr.  
Sault Ste. Marie, MI 49783

Tel: 906.632.9331  
Fax: 906.635.0210

### **BOARD OF TRUSTEES MEETING**

Location: Bayliss Public Library

January 27, 2022

6:00pm

- I. Call to Order
- II. Roll Call
- III. Public Comments on Agenda Items
- IV. Approval of Agenda
  
- V. Business Items
  - A. Approval of Minutes – Regular Board Meeting, December 16, 2021
  - B. Financial Reports – December 2021
  - C. Payment of Bills
  
- VI. Information Items
  - A. Library Director’s Report
    - 1. Resignation of Michelle Jarvie
    - 2. Replacement Board Member for Mackinac County seat
    - 3. Pickford Community Library Update
    - 4. Recent Grant Awards
  - B. Treasurer’s Report
  - C. Board President
    - 1. Presentation of Slate of Officers for 2022-2023
    - 2. Trustee Committee Assignments for 2022-2023
  - D. Committee Reports
    - 1. Pickford Community Library Fundraising Committee
  - E. Communications
  
- VII. Action Items
  - A. Unfinished Business
  - B. New Business
    - 1. Discussion/Approval of Accepting Resignation of Trustee Michelle Jarvie
  - C. Trustees’ Comments
  
- VIII. Public Comments on Other Matters
  
- IX. Adjournment

\*Next Meeting: February 24, 2022 at Bayliss Public Library

To permit fair and orderly public expression, the Board shall provide a period for public participation at public meetings and publish rules to govern such participation. The presiding officer of each meeting shall administer the rules of conduct, as stated:

1. Public participation shall be permitted at a time as determined by the presiding officer.
2. Anyone with concerns related to the operation of the District Library and its branches or to matters within the authority of the Board may participate during the public portion of a meeting.
3. Participants must be recognized by the presiding officer and must preface their comments by announcing their name, address, and group affiliation (when appropriate).
4. Each statement made by a participant shall be limited to 3 minutes duration.
5. No participant may speak more than once on the same topic unless all others wishing to speak on that topic have been heard.
6. Participants shall direct all comments to the Board, not to staff or other participants.
7. All statements shall be directed to the presiding officer; no person may address or question Board members individually.
8. Public comments should not be frivolous, repetitive, or abusive.
9. The presiding officer may interrupt, warn, or terminate a participant's statement when the statement is too lengthy, personally directed, abusive, obscene, or irrelevant.
10. The presiding officer may ask an individual to leave the meeting when that person behaves in a manner that is disruptive of the orderly conduct of the meeting.
11. The presiding officer may call for a recess or an adjournment to another time when a lack of public decorum so interferes with the orderly conduct of the meeting as to warrant such actions.

The presiding officer may waive these rules.

Superior District Library Board of Trustee Officers for 2022-2023

President – Karen McClenny

Vice President – Sheila Bergdoll

Secretary – Tim McConkey

Treasurer – Cris Roll

Trustee Committee Assignments for 2022-2023

Policy: Sheila (chair)/Tim

Contract Review: Tim (chair)/Cris

Finance: Cris (chair)/ Sheila

Strategic Planning: Jan (chair)/Cris

Director Evaluation: Karen (chair)/Jan

Facilities: Karen (chair)/Tim

January Minutes  
February Agenda

SUPERIOR DISTRICT LIBRARY

BOARD OF TRUSTEES REGULAR BOARD MEETING

Location: Bayliss Public Library

Date: February 24, 2021

Call to Order:

The meeting was called to order at 6:00 p.m. by President McClenny.

Roll Call:

Present: President Karen McClenny, Treasurer Cris Roll, Secretary Tim McConkey, Vice-President Sheila Bergdoll, and Trustee Daryl Orr. Trustee Jan Reelitz was absent, excused. Also present: Lisa Waskin, SDL Director; Pam Flood, Bayliss Public Library Manager; and, Angie Lane, HR and Financial Manager for SDL. Barbara Seabring, President of the Bayliss Friends of the Library was also present.

Public Comments on Agenda Items: None

Discussion/Acceptance of Agenda:

Motion for approval of the Agenda made by Trustee Roll, seconded by Trustee McConkey.

Discussion: None.

Motion passed unanimously.

Business Items:

Approval of Minutes from the December 16, 2021, Regular Board of Trustees Meeting

Motion for approval of the Minutes for the December 16, 2021, Regular Board of Trustees Meeting made by Trustee Bergdoll, seconded by Trustee McConkey.

Discussion: None

Motion passed unanimously.

Financial Reports from December 2021:

Motion by Trustee McConkey to accept the December 2021, Financial Reports. Seconded by Trustee Orr.

Discussion: None

Motion passed unanimously.

Payment of Bills:

Following a review of the expenses, motion by Trustee Roll, seconded by Trustee Bergdoll to approve payment of the bills as presented.

Discussion: Financial Manager Lane stated that the Autore bill was for filling the propane tank at the new Pickford Community Library building.

Motion passed unanimously

Information Items:

A. Library Director's Report:

1. Resignation of Trustee Michelle Jarvie – Director Waskin shared the information that Trustee Jarvie, whose term ended on December 31, 2022, had decided not to continue for another term.
2. Replacement Board Member for Mackinac County seat - Therefore there was a need to find another Mackinac County Board member, preferably on the western side of the district. At a Township training workshop, Trustee Bergdoll met Daryl Orr, a resident of Brevort Township, and asked if he might be interested in filling the vacant seat for a Mackinac County Board member. Mr. Orr stated that he would be interested. Director Waskin discussed the opening with Mr. Orr, and confirmed that he would like to be appointed to be a Trustee of the Superior District Library. She then contacted the Mackinac County Board, who appointed Mr. Orr at their February 10, 2022, meeting.
3. Pickford Community Library Building Update – Director Waskin shared information on the status of the renovation of the Pickford Community Library's new building. Drywall is now being installed and mudding and taping will start tomorrow. The walls should be ready for paint at the end of next week. Sherwin Williams was selling paint at a greatly reduced price for the project. Paint color, carpet, and flooring have all been selected.
4. Recent Grant Awards/Applications – Director Waskin will be submitting nine LSTA Mini Grants, through the Library of Michigan, for Summer Reading projects for the district libraries. She is also working on a 2% Grant to submit to the Sault Tribe for the Pickford Community Library's building fund.
5. Location Change for March 24, 2022, Board of Trustees Regular Meeting – Director Waskin would like to change the meeting location for the March meeting from the Les Cheneaux Community Library in Cedarville, to the new Pickford Community Library location in Pickford. Jane French, Manager of the Les Cheneaux Community Library has a scheduling conflict for the March 24th date, and would not be able to attend. Rather than reschedule the meeting, Director Waskin asked if she would be okay with having a venue change so that the Board could hold the meeting in Pickford to see the progress on the new building's renovation project.

Treasurer's Report: None

B. Board President Comments: President McClenny Presented the Slate of Officers and the Committee Assignments for the 2022-2023 Calendar year. She also swore in Trustee Orr with the Michigan Oath of Office.

C. Committee Reports:

1. Pickford Community Library Fundraising Committee – Director Waskin shared that donations were now coming in through the PayPal account, as well as from local individuals, groups, and businesses. Approximately \$17,000 has been raised in the last month so far, on top of the \$26,000+ that was in the building fund account. The total amount they are aiming for to complete the project is \$125,000.

D. Communications: Director Waskin presented the board with two Thank you notes from patrons who were grateful to the staff for their help. She also shared that two other patrons had gifted the staff with both pizza and scones.

Action Items:

Unfinished Business:

None

New Business:

Discussion/Approval of Accepting Resignation of Trustee Michelle Jarvie– A motion was made by Trustee Bergdoll to accept the resignation of Trustee Michelle Jarvie. Motion was seconded by Trustee McConkey.

Discussion: None

Motion passed unanimously

Discussion/Approval of Board Meeting Location Change for the March 24, 2022 Regular Meeting- A motion was made by Trustee McConkey and seconded by Trustee Roll to approve

the change of location for the March 24, 2022, Regular Board meeting from Les Cheneaux Community Library to the new Pickford Community Library building.

Discussion: None

Motion passed unanimously

Trustees' Comments: None

Public Comments on Other Matters: Manager Flood thanked the Board for everything they had done for the staff over the past two years since Covid started. She also discussed her retirement and the transition plan that they were working on, as well as project to move parts of the collection around in the adult fiction and non-fiction areas.

Adjournment:

Motion made by Trustee Roll, seconded by Trustee McConkey, to adjourn the meeting. Motion passed unanimously. Meeting adjourned at 7:00 p.m.

\*Next meeting will be on March 24, 2022 at 6pm at the new Pickford Community Library building.

Respectfully Submitted

Lisa Waskin

Lisa Waskin, District Director

Superior District Library

## March Agenda

SUPERIOR DISTRICT LIBRARY

BOARD OF TRUSTEES REGULAR BOARD MEETING

Location: Bayliss Public Library

Date: March 24, 2022

Call to Order:

The meeting was called to order at 6:00 p.m. by President McClenny.

Roll Call:

Present: President Karen McClenny, Treasurer Cris Roll, Secretary Tim McConkey, Vice-President Sheila Bergdoll, and Trustee Daryl Orr. Trustee Jan Reelitz was absent, excused. Also present: Lisa Waskin, SDL Director; Emily Hyde, Pickford Community Library Manager; and, Angie Lane, HR and Financial Manager for SDL. Jim Bolton from the Pickford Building Committee, Cathie Chenoweth from the Pickford Fundraising Committee, and Clay Hufnagel, former board member were also present.

Public Comments on Agenda Items: None

Discussion/Acceptance of Agenda:

Motion for approval of the Agenda made by Trustee Roll, seconded by Trustee Bergdoll.

Discussion: None.

Motion passed unanimously.

Business Items:

Approval of Minutes from the February 24, 2022, Regular Board of Trustees Meeting

Motion for approval of the Minutes for the February 24, 2022, Regular Board of Trustees Meeting made by Trustee Orr, seconded by Trustee McConkey.

Discussion: None

Motion passed unanimously.

Financial Reports from February 2022:

Motion by Trustee McConkey to accept the February 2022, Financial Reports. Seconded by Trustee Orr.

Discussion: None

Motion passed unanimously.

Payment of Bills:

Following a review of the expenses, motion by Trustee Orr, seconded by Trustee Roll to approve payment of the bills as presented.

Discussion: None

Motion passed unanimously

Information Items:

A. Library Director's Report:

1. Bank Signatures – Need to add new board member Daryl Orr to all bank signature cards.

2. Pickford Community Library Building Update – Director Waskin shared information on the status of the renovation of the Pickford Community Library's new building. Drywall is now completed and the walls should be ready for paint at the end of next week. Sherwin Williams was selling paint at a greatly reduced price for the project. Paint color, carpet, and flooring have all been selected, pending board approval. Jim Bolton gave the board an update of what is coming up for the project, as well as an overview of the plumbing situation and the quotes he received on the project for the following: (information with quotes is attached)

a. Discuss quotes for heating system in community room

b. Discuss lighting quote

c. Discuss flooring bids

B. Treasurer's Report: None

C. Board President Comments: President McClenny thanked Jim Bolton for all of his work on the Pickford Building project.

D. Committee Reports:

1. Pickford Community Library Fundraising Committee – Cathie Chenoweth shared what the committee had been doing for fundraising, as well as upcoming events and grant opportunities through the Redevelopment Ready Communities and their Public Spaces/Community Places grant. She will be meeting with Tom Ball to talk about the Township's support of this project. Director Waskin submitted a Sault Tribe of Indians 2% Grant application as well. Emily Hyde created a fundraising flyer, which will be mailed out to everyone living within the townships most closely affiliated with the Pickford community. And Karl's Cuisine will be doing a Fundraising Dinner in the near future. To date, just over \$42,000 has been raised towards the estimated \$150,000 needed to complete the project.

E. Communications: None

Action Items:

Unfinished Business:

None

New Business:

Discussion/Approval of Adding Trustee Daryl Orr to all bank signatures cards– A motion was made by Trustee Bergdoll to add Trustee Daryl Orr to all bank signature cards for the Superior District Library. Motion was seconded by Trustee McConkey.

Discussion: None

Motion passed unanimously

Discussion/Approval of Heating System Contract for Pickford Community Library's new Community Room - A motion was made by Trustee Roll and seconded by Trustee Orr to award the Heating System Contract to the Great Lakes Services out of Kincheloe, at a cost of \$3,980 for installation of a baseboard heating system in the new library's Community Room area.

Discussion: None

Motion passed unanimously

Discussion/Approval of New LED Lighting for the new Pickford Community Library Building – A motion was made by Trustee McConkey to approve purchasing 100 LED light fixtures, at \$61.00 each, from Everything Electric, located in Sault Ste Marie, for a total cost of \$6,100.00. Installation will be provided through volunteers. Motion was seconded by Trustee Bergdoll.

Discussion: None

Motion passed unanimously

Discussion/Approval of Flooring Contract for New Pickford Community Library Building – A motion was made by Trustee Orr, and seconded by Trustee McConkey, to award the flooring bid to the Building Center located in Pickford, at a total amount for materials and installation of \$16,900.00

Discussion: None

Motion passed unanimously

Trustees' Comments: None

Public Comments on Other Matters: Clay Hufnagel had a question about the impact of the library's fundraising effort on those of the school for their new addition. Discussion followed. No action was taken.

Adjournment:

Motion made by Trustee Roll, seconded by Trustee Orr, to adjourn the meeting. Motion passed unanimously. Meeting adjourned at 6:47 p.m.

\*Next meeting will be on April 28, 2022 at 6pm at the new Mollie R. Kahl Community Library in Rudyard, Michigan.

Respectfully Submitted

Lisa Waskin

Lisa Waskin, District Director

Superior District Library

Superior District Library

541 Library Dr. Tel: 906.632.9331

Sault Ste. Marie, MI 49783 Fax: 906.635.0210

## BOARD OF TRUSTEES MEETING

Location: Mollie R. Kahl Community Library

11185 W. Second St., Rudyard, MI 49780

April 28, 2022

6:00pm

I. Call to Order

II. Roll Call

III. Public Comments on Agenda Items

IV. Approval of Agenda

V. Business Items

A. Approval of Minutes – Regular Board Meeting, March 2022

B. Financial Reports – March 2022

C. Payment of Bills

VI. Information Items

A. Library Director's Report

1. Budget Revisions

2. Budget Hearing Date

3. Engadine Public Library Contract

4. Curtis Public Library Contract

5. Pickford Community Library Update

a. Building Progress

b. Ann Marie Smith's Memorial Service

6. Sick Leave and Remote Work

B. Treasurer's Report

C. Board President

D. Committee Reports

1. Pickford Community Library Fundraising Committee

E. Communications

VII. Action Items

A. Unfinished Business

B. New Business

1. Discussion/Approval of April Budget Revisions

2. Discussion/Approval of Date for Public Budget Hearing

3. Discussion/Approval of Engadine Public Library Contract

C. Trustees' Comments

VIII. Public Comments on Other Matters

IX. Adjournment

\*Next Meeting: May 26, 2022 at Brevort Township Public Library in Moran

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6. Participants shall direct all comments to the Board, not to staff or other participants.
7. All statements shall be directed to the presiding officer; no person may address or question Board members individually.
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9. The presiding officer may interrupt, warn, or terminate a participant's statement when the statement is too lengthy, personally directed, abusive, obscene, or irrelevant.

10. The presiding officer may ask an individual to leave the meeting when that person behaves in a manner that is disruptive of the orderly conduct of the meeting.

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The presiding officer may waive these rules.

SUPERIOR DISTRICT LIBRARY

BOARD OF TRUSTEES REGULAR BOARD MEETING

Location: Bayliss Public Library

Date: April 28, 2022

Call to Order:

The meeting was called to order at 6:00 p.m. by Treasurer Roll.

Roll Call:

Present: Treasurer Cris Roll, Secretary Tim McConkey, Trustee Jan Reelitz, and Trustee Daryl Orr. President Karen McClenny and Vice President Sheila Bergdoll were absent, excused. Also present: Lisa Waskin, SDL Director; Donna Porterfield, Mollie R. Kahl Community Library Manager; Angie Lane, HR and Financial Manager for SDL, and Jane French, Les Cheneaux Community Library Manager.

Public Comments on Agenda Items: None

Discussion/Acceptance of Agenda:

Motion for approval of the Agenda made by Trustee Orr, seconded by Trustee McConkey.

Discussion: None.

Motion passed unanimously.

Business Items:

Approval of Minutes from the March 24, 2022, Regular Board of Trustees Meeting

Motion for approval of the Minutes for the March 24, 2022, Regular Board of Trustees Meeting made by Trustee Reelitz, seconded by Trustee Orr.

Discussion: None

Motion passed unanimously.

Financial Reports from March 2022:

Motion by Trustee McConkey to accept the March 2022, Financial Reports. Seconded by Trustee Reelitz.

Discussion: None

Motion passed unanimously.

Payment of Bills:

Following a review of the expenses, motion by Trustee Orr, seconded by Trustee McConkey to approve payment of the bills as presented.

Discussion: Director Waskin stated that the annual rent for Engadine Area Schools was in this month's bills.

Motion passed unanimously

Information Items:

A. Library Director's Report:

1. Budget Revisions – Director Waskin presented the budget revisions since we are now 75% through the fiscal year. The district is still in good shape, and there were very few revisions that needed to be made. One in particular was for the book

processing supplies. Because of the back order issues due to Covid on books that were processed from Baker & Taylor, many of the libraries opted to do the processing themselves in order to get the new titles in a more timely manner. This increase in supplies caused many of the libraries to go over in that line item for the budgeted amount for the year.

2. Budget Hearing Date – The public hearing for the SDL Budget is typically held at the June Board meeting for the upcoming fiscal year. Director Waskin recommended that the meeting be held on June 23, 2022, just before the regular board meeting, which is what has traditionally been done.

3. Engadine Public Library Contract – The Engadine Consolidated School District contract needed to be updated, and since they have a new Superintendent this year, Director Waskin went to Engadine and met with him. Several issues in regards to the internet service, the WiFi service, and part of the library's meeting room being used for school storage were addressed. Mr. Affelsteffer agreed to the increased assistance in these matters, and a new contract was signed by both him and Director Waskin. It was presented to the SDL Board for final approval.

4. Curtis Public Library Contract – Director Waskin presented information on the ongoing shortfall in the budget for the Curtis Public Library, as well as communications she had with Linda Blanchard, the library manager; and, the Township Clerk. The SDL Board had requested that the Portage Township put an increased millage amount on the ballot this year that would align with the district's anticipated increase in the 2024 election. The money given over by the Portage Township has been below what has been needed for several years, and the district can no longer financially support the subsidy needed for the Curtis Public Library to be open full-time. Many different options were discussed by the board.

5. Remove Laura Hintz and Add Shelby Thomas to the Drummond Island Library Bank Accounts – Laura Hintz is retiring as Manager of the Drummond Island Library as of April 27, 2022, and Shelby Thomas is taking over as the new Manager of the Drummond Island Library. We need to update the bank signature cards for the library by removing Laura as a signer and adding Shelby.

6. Pickford Community Library Building Update –

a. Building Progress – Work continues on the Pickford Library. The ceiling framework has been installed, along with the tiles. The lighting was damaged in transit, so had to be returned and new lighting is being shipped. The rough in for the new bathroom has begun as well. We are still waiting on the exterior doors, which were ordered back in December 2021. Flooring and baseboard heating have been ordered as well. Director Waskin is

scheduling a day for the SLC tech people to come over and get the library set up with circ computers and WiFi. We still hope to have a soft opening in June.

b. Ann Marie Smith's Memorial Service – will take place at the new library building at 137 E. Main Street, Pickford, MI at 10:30am, followed by a light luncheon. Ann Marie's family will be present as well. Director Waskin and Melanie Bolton will be making the arrangements.

7. Sick Leave and Remote Work – Director Waskin informed the board that her knee replacement surgery will be on July 15, 2022, in Peoria, Illinois, where she will be convalescing at her mother's home. She is working with the tech people at

Superiorland Library Cooperative to set up a way to remote in to her computer at Bayliss, so she can work remotely during the recovery period. She hopes to be back between 4-6 weeks, but it will depend on the recovery time frame.

B. Treasurer's Report: None

C. Board President Comments: None

D. Committee Reports:

1. Pickford Community Library Fundraising Committee – Cathie Chenoweth shared what the committee had been doing for fundraising, as well as upcoming events and grant opportunities through the Redevelopment Ready Communities and their Public Spaces/Community Places grant. She will be meeting with Tom Ball to talk about the Township's support of this project. Director Waskin submitted a Sault Tribe of Indians 2% Grant application as well. Emily Hyde created a fundraising flyer, which will be mailed out to everyone living within the townships most closely affiliated with the Pickford community. And Karl's Cuisine will be doing a Fundraising Dinner in the near future. To date, just over \$42,000 has been raised towards the estimated \$150,000 needed to complete the project.

E. Communications: Email from Portage Township and Linda Blanchard regarding contract and millage renewal.

Action Items:

Unfinished Business:

None

New Business:

Discussion/Approval of April Budget Revisions– A motion was made by Trustee Orr to accept the April Budget Revisions for the Superior District Library budget. Motion was seconded by Trustee Reelitz.

Discussion: None

Motion passed unanimously

Discussion/Approval of Date for Public Budget Hearing- A motion was made by Trustee McConkey and seconded by Trustee Orr to approve a Budget Hearing date of June 23, 2022, at 6:00pm, to be held at the Drummond Island Library. Meeting will be immediately followed by the Regular Board Meeting.

Discussion: None

Motion passed unanimously

Discussion/Approval of the Engadine Public Library Contract– A motion was made by Trustee Orr to approve the Contract between the Engadine Public Schools and the Superior District Library. Motion was seconded by Trustee Reelitz.

Discussion: None

Motion passed unanimously

Discussion/Approval of Removing Laura Hintz and Adding Shelby Thomas to All Drummond Island Library Bank Accounts as a Signer – A motion was made by Trustee Reelitz, and seconded by Trustee Orr, to remove Laura Hintz and add Shelby Thomas to the Drummond Island Bank Accounts. Director Lisa Waskin will also remain on all accounts.

Discussion: None

Motion passed unanimously

Discussion/Approval of Curtis Public Library Contract Action – An amended motion was made by Trustee Orr, and seconded by Trustee Roll, to send a letter to the Portage Township Board informing them that if they did not decide to put a millage increase on the ballot this year, that the Curtis Public Library hours and services would be cut to within their budgeted amount on May 16th. This date was decided on because May 15th is the deadline to get the question on the ballot for the August Election.

Discussion: Much discussion of the issue followed, including discussion of ending the contract with the Township, various ways to make the budget work, and what had led to the current budget deficit situation. The board finally came to a consensus on what action to take. Director Waskin was directed to write and deliver the letter to the Township Board prior to the May 15th deadline.

Motion passed unanimously.

Trustees' Comments: Trustee Reelitz expressed her delight at the Bayliss Author Program coming up, featuring Michigan Notable Author, Mary Doria Russell who wrote *The Women of Copper Country* on May 3, 2022.

Public Comments on Other Matters: Library Manager Donna Porterfield shared that they had gotten three new computers, and seven slightly used computers donated recently, that will much improve patrons' and students' tech needs at the library. There is also a class making a circle of sunflowers in the yard for Summer Reading. And long-time substitute Mary Kay Aho passed away recently.

Adjournment:

Motion made by Trustee Orr, seconded by Trustee McConkey, to adjourn the meeting. Motion passed unanimously. Meeting adjourned at 7:19 p.m.

\*Next meeting will be on May 26, 2022, at 6pm at the Brevort Township Library, located in Moran, MI.

Respectfully Submitted

Lisa Waskin

Lisa Waskin, District Director

Superior District Library

Superior District Library

541 Library Dr. Tel: 906.632.9331

Sault Ste. Marie, MI 49783 Fax: 906.635.0210

## BOARD OF TRUSTEES MEETING

Location: Brevort Township Library

W. 1941 Church, Moran, MI 49760

May 26, 2022

6:00pm

I. Call to Order

II. Roll Call

III. Public Comments on Agenda Items

IV. Approval of Agenda

V. Business Items

A. Approval of Minutes – Regular Board Meeting, April 2022

B. Financial Reports – April 2022

C. Payment of Bills

VI. Information Items

A. Library Director's Report

1. Budget for FY2022-2023

2. Curtis Public Library Budget

3. Pickford Community Library Update

a. Building Progress

b. Ann Marie Smith's Memorial Service

c. Fundraising Committee

B. Treasurer's Report

C. Board President

1. July Board Meeting

2. Executive Session to Discuss Financial/Legal Contracts

VII. Closed Session to Discuss Financial/Legal Contracts

VIII. Adjourn From Closed Session

IX. Action Items

A. Unfinished Business

B. New Business

1. Discussion/Approval of Matters Arising from Closed Session

C. Trustees' Comments

X. Public Comments on Other Matters

XI. Adjournment

\*Next Meeting: June 23, 2022, Budget Hearing at 6:00pm at Drummond Island Library – followed by Regular Board Meeting

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The presiding officer may waive these rules.

May Minutes  
June Agenda

**SUPERIOR DISTRICT LIBRARY  
BOARD OF TRUSTEES REGULAR BOARD MEETING**

**Location:** Bayliss Public Library

**Date:** June 23, 2022

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**Call to Order:**

The meeting was called to order at 6:08 p.m. by Board President, Karen McClenny.

**Roll Call:**

Present: President Karen McClenny, Vice-President Sheila Bergdoll, Treasurer Cris Roll, Trustee Jan Reelitz and Trustee Daryl Orr. Secretary Tim McConkey was absent, excused. Also present: Lisa Waskin, SDL Director; Shelby Thomas, Drummond Island Library Manager; and Angie Lane, HR and Financial Manager for SDL.

**Public Comments on Agenda Items:** Director Waskin made the addition of two New Business Items for Approval – one for approval of the cabinets for the Pickford Community Library project, and the other for the purchase of computers for Bayliss and Engadine.

**Discussion/Acceptance of Agenda:**

Motion for approval of the Revised Agenda made by Trustee Reelitz, seconded by Trustee Bergdoll.

Discussion: None.

Motion passed unanimously.

**Business Items:**

**Approval of Minutes from the May 26, 2022, Regular Board of Trustees Meeting**

Motion for approval of the Minutes for the May 26, 2022, Regular Board of Trustees Meeting made by Trustee Roll, seconded by Trustee Orr.

Discussion: None

Motion passed unanimously.

**Financial Reports from May 2022:**

Motion by Trustee Orr to accept the May 2022, Financial Reports. Seconded by Trustee Roll.

Discussion: None

Motion passed unanimously.

**Payment of Bills:**

Following a review of the expenses, motion by Trustee Bergdoll, seconded by Trustee Reelitz to approve payment of the bills as presented.

Discussion: None

Motion passed unanimously

**Information Items:**

**A. Library Director's Report:**

1. **Budget for FY2022-2023** – Director Waskin presented the Budget Proposal for the FY2022-2023, which was discussed during the Budget Hearing on June 23, 2022.

2. **Removal of Pam Flood from Bayliss Bank Accounts and the Addition of Manager Meredith Sommers** – Director Waskin advised the board that since Pam had officially retired and Meredith had stepped in, the signatures needed to be updated for all of the Bayliss Library bank accounts to remove Pam, add Meredith, and keep the Director the same.
3. **Removal of Megan Kinney, Pam Flood, and Nancy Steinhaus from the Credit Card for the library, and add Meredith Sommers and Angie Lane to the account, as well as keep Director Lisa Waskin on.** – Director Waskin stated that even though the changes had been submitted two years prior, the bank still had Nancy and Megan on the credit card and had not added Angie as requested. Now Pam was also retired, and the card needs to be updated to reflect current staff.
4. **Portage Township/SDL Library Operating Contract** – The Portage Township Supervisor sent a letter in response to the Board’s letter regarding the end of the current contract in June 2023, and the need to draft a new agreement. He also indicated that Portage Township would be giving SDL and additional \$4,000 (for a total of \$34,000) this year to cover the deficit, and increase the amount to \$36,000 total for the upcoming fiscal year. He also stated that they wish to renegotiate the contract and continue with the SDL.
5. **Pickford Community Library Update** – drywall has been 90% installed in the meeting room, and we are just waiting for the plumber’s inspection and approval before finishing up the work. Mike Marble will be coming in to complete the mudding and taping. The flooring is due to be delivered the first week of July and should begin install on July 5<sup>th</sup>. Jim received quotes from two places for the cupboards and cabinets, which will be reviewed in New Business. The school is donating shelving, and has also offered to move and install it in the new library.

B. **Treasurer’s Report:** None

C. **Board President Comments:** President McClenny stated that the July board meeting will be canceled for health reasons, since both she and Director Waskin would be unable to attend the meeting. The next meeting will be held in August at the Engadine Library.

D. **Committee Reports:** None

E. **Communications:** Director Waskin shared a letter from Pam Whiteman on her retirement from the Drummond Island Library.

**Action Items:**

**Unfinished Business:**

None

**New Business:**

**Discussion/Approval of Budget for FY2022-2023**– A motion was made by Trustee Roll, and seconded by Trustee Orr to approve the budget as presented for FY2022-2023.

Discussion: None

Motion passed unanimously

**Discussion/Approval of Removing Pam Flood and Adding Meredith Sommers to all Bayliss Public Library Bank accounts as a signatory** – A motion was made by Trustee Reelitz and seconded by Trustee

Bergdoll to approve the removal of Pam Flood and the addition of Meredith Sommers as a signer on all Bayliss Public Library Bank accounts.

Discussion: None

Motion passed unanimously

**Discussion/Approval of Removing Megan Kinney, Nancy Steinhaus, and Pam Flood from the Bayliss Library Credit card at Soo Coop, and Adding Meredith Sommers and Angela Lane to the account, as well as retaining Director Lisa Waskin** – Trustee Bergdoll made the motion to remove Megan Kinney, Nancy Steinhaus, and Pam Flood from the credit card at Soo Coop, and add Meredith Sommers and Angela Lane, as well as retain Lisa Waskin on the account. The motion was seconded by Trustee Orr.

Discussion: None

Motion Passed Unanimously

**Discussion/Approval of the Cabinet Quote for the New Pickford Community Library** – A motion was made by Trustee Roll and seconded by Trustee Bergdoll to approve the bid from Rivers Granite for the cabinets at the new Pickford Community Library building.

Discussion: None

Motions Passed Unanimously

**Discussion/Approval of the Purchase of Computers for the Bayliss Public Library and the Engadine Public Library** – A motion was made by Trustee Reelitz to approve the bid from the Superiorland Library Cooperative for the purchase of nine computers (five for Bayliss and four for Engadine) for the libraries.

Motion was seconded by Trustee Orr.

Discussion: None

Motion Passed Unanimously

**Trustees' Comments:** President McClenny thanked Shelby for hosting the meeting at the Drummond Island Library.

**Public Comments on Other Matters:** Manager Shelby Thomas shared the changes and improvements she had made to the library since she took over last month, and some possible projects she would be working on moving forward.

**Adjournment:**

Motion made by Trustee Roll, seconded by Trustee Reelitz, to adjourn the meeting. Motion passed unanimously. Meeting adjourned at 7:24 p.m.

\*Next meeting will be on August 28, 2022, at the Engadine Library in Engadine, Michigan

Respectfully Submitted

**Lisa Waskin**

Lisa Waskin, District Director, Superior District Library

July Meeting Cancelled