

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

Location: Pickford Community Library

Date: March 23, 2023

Call to Order:

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

Roll Call:

Present: President Karen McClenny, Treasurer Cris Roll, Secretary Tim McConkey, and Trustee Daryl Orr. Vice-President Sheila Bergdoll and Trustee Jan Reelitz were absent, excused. Also present: Lisa Waskin, SDL Director; and Suzette Olson, HR and Financial Manager for SDL and Jane French, Manager of the Les Cheneaux Community Library.

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 March 2, 2023, Regular Board of Trustees Meeting

Motion for approval of the Minutes for the March 2, 2023, Regular Board of Trustees Meeting made by Trustee McConkey, seconded by Trustee Orr.

Discussion: None

Motion passed unanimously.

Financial Reports from February 2023:

Motion by Trustee Roll to accept the February 2023, Financial Reports. Seconded by Trustee Orr.

Discussion: None

Motion passed unanimously.

Payment of Bills:

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

Discussion: None

Motion passed unanimously.

Information Items:

A. Library Director's Report:

1. **Portage Township/Curtis Library Update** – Director Waskin shared information about her discussions with the attorneys at Foster Swift, along with a conversation with Portage Township Supervisor, Don Reed, and Library Manager, Linda Blanchard, regarding the contract negotiations. Supervisor Reed

informed Director Waskin that the Township would not be going for an increase in the millage, but would be willing to cover the library's expenses. However, he expressed doubt at the amount of money needed to run the library, which Director Waskin felt was a cause for concern moving forward with this plan. There would be no sustainability for the district, plus based on advice from the attorney, Director Waskin shared that it is inadvisable to have one portion of the district at a different millage amount than the rest, for both financial reasons, as well as not being fair to the other communities SDL serves.

2. **Board Meeting Dates and Times** – Director Waskin contacted all of the managers in the district about the suggested date and time changes for the SDL Board Meetings, and all were okay with the new meeting times. She shared the proposed schedule with the board. The one issue was the May board meeting since Director Waskin would be out of town on both the third and fourth Mondays in May, and the fifth Monday is Memorial Day, which is a holiday. Her suggestion was that the meeting be held at Les Cheneaux on a different day of the third week of May. It was decided that Wednesday, May 17th would work for everyone, and Manager French agreed to host the meeting at the Les Cheneaux Community Library since they had not gotten to host a meeting the previous year.
 3. **Millage 2024 Planning** – with the current millage ending in 2025, the district will begin planning for the millage increase to go on the ballot in 2024. A committee will be put together to begin the planning process.
 4. **Advocacy Day April 25th in Lansing** – Director Waskin will be attending the MLA Advocacy Day in Lansing on April 25, along with librarians from across the state, to meet with legislators to discuss various legislative proposals like more funding, gun laws, and remote meetings.
 5. **Strategic Plan** – Along with the millage proposal coming up, Director Waskin would like to form a Strategic Planning Committee to look at where the district wants to be in five years. She has begun soliciting suggestions from the staff at all of the libraries in order to start shaping a plan.
- B. **Treasurer's Report:** Treasurer Roll stated that she came to the library and reviewed the bills and signed the checks this month.
- C. **Board President Comments:** President McClenny shared her conversation with Portage Township Trustee, Don Reed, and their discussion about the Curtis Public Library Contract. He shared that they would not be going for a millage increase this year or next year with her as well.
- D. **Committee Reports:**
1. **Policy Committee** – The Policy Committee, made up of Trustee Orr, Bayliss Manager Sommers, Les Cheneaux Manager French, HR and Financial Manager Olson, and Director Waskin, met at the Pickford Community Library at 4:30pm on March 23rd to discuss the Personnel Policy, Patron Behavior Policy, Financial Policy, and Display Policy. Trustee Bergdoll was out of town and unable to attend the meeting.
 - a. The Personnel Policy was complete with one minor change made to state that sick leave may be used when other available time has been used at the discretion of the Director.

- b. The Patron Behavior Policy, Financial Policy, and Display Policy were discussed and changes determined by the committee. These will be presented at the April Board meeting for approval.
 - c. The need for a Crisis Communication Plan was also discussed by the committee. They will conduct a Vulnerability Audit to determine high probability risks and come up with a plan for each situation to present to the Board over the summer.
- A. Communications:** Director Waskin shared an email she received from Superiorland Cooperative Director, Dillon Geshel, regarding the cooperative's agreement to pay for the gas surcharge from WaltCo again this year to cover the higher gas prices being levied by the company for interlibrary loan deliveries.

Action Items:

Unfinished Business:

Discussion/Approval of Change in Dates and Times for Regular SDL Board Meetings for the remainder of Calendar Year 2023 – Director Waskin presented the new list of dates and times that she had verified with the managers at the libraries for the remainder of 2023.

Meetings will now be held on either the third or fourth Monday of the month (with the exception of the May meeting) at 3pm. A motion was made by Trustee Roll to approve the new schedule for board dates which was seconded by Trustee Orr.

Discussion: None

Motion passed unanimously.

New Business:

Discussion/Approval of Personnel Policy Revisions – The Policy Committee presented the board with the revised Personnel Policy. This was the third meeting that it has been presented, and no additional changes are needed. A motion was made by Trustee McConkey to approve the Personnel Policy Revisions. The motion was seconded by Trustee Roll.

Discussion: None

Motion passed unanimously.

Trustees' Comments: President McClenny thanked Manager Emily Hyde for hosting the meeting and for the snacks. She also thanked Manager Jane French for agreeing to host the May Board meeting at Les Cheneaux Community Library. Trustee Roll expressed her appreciation for all of the hard work being done by the Policy Committee to update the policies. This was echoed by the rest of the board.

Public Comments on Other Matters: Jane French shared that this is the 20th Anniversary of the Les Cheneaux Community Library. There will be an Open House Celebration on July 16th from 1pm – 3pm. They also enclosed the former reference area to create a Maker Space in the library.

Adjournment:

Motion made by Trustee McConkey and seconded by Trustee Orr, to adjourn the meeting.

Motion passed unanimously. Meeting adjourned at 7:10 p.m.

*Next meeting will be on April 23, 2023, at 3:00pm at the Mollie R. Kahl Community Library in Rudyard.

There will be a Policy Committee Meeting at 1:30pm at the Mollie R. Kahl Community Library, immediately preceding the board meeting.

Respectfully Submitted

Lisa Waskin

Lisa Waskin, District Director, Superior District Library