

## 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: Online Via Zoom Virtual Meeting January 28, 2020 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 – Special Board Meeting on December 22, 2020
  - B. Financial Reports – December 2020
  - C. Payment of Bills
  
- VI. Information Items
  - A. Library Director’s Report
    - 1. Resignation of Trustee Rae Klobucher
    - 2. Discussion of Changing names on the Bayliss Credit Card at Soo Co-op
    - 3. Replacement Board Member for Mackinac County seat
    - 4. Discussion of Changing names on Brevort Township Library bank account
  - B. Treasurer’s Report
  - C. Board President
    - 1. Presentation of Slate of Officers for 2021-2022
    - 2. Trustee Committee Assignments for 2021-2022
    - 3. Sympathy Letter/Card for Clay Hufnagel, former Trustee
  - D. Committee Reports
  - E. Communications
  
- VII. Action Items
  - A. Unfinished Business
  - B. New Business
    - 1. Discussion/Approval of Accepting Resignation of Trustee Rae Klobucher
    - 2. Discussion/Approval of Removing Joshua Townley from the Brevort Township bank account at First National Bank of St. Ignace, and adding Trudy Olsen to the account, as well as keeping Lisa Waskin
    - 3. Discussion/Approval of Removing Megan Kinney and Nancy Steinhaus from the Bayliss Public Library’s Credit Card at Soo Co-op, and adding Angela Lane and Pam Flood to the Bayliss Public Library Credit Card at Soo Co-op, and giving permission for Soo Co-op to discuss the Credit Card with Financial Manager, Angela Lane
  - C. Trustees’ Comments
  
- VIII. Public Comments on Other Matters
- IX. Adjournment

\*Next Meeting: February 25, 2021 at TBD – Location on Zoom

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.

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Sault Ste. Marie, MI 49783

Tel: 906.632.9331  
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BOARD OF TRUSTEES MEETING  
Location: Online Via Zoom Virtual Meeting  
February 25, 2021  
6:00pm

- X. Call to Order
- XI. Roll Call
- XII. Public Comments on Agenda Items
- XIII. Approval of Agenda
  
- XIV. Business Items
  - D. Approval of Minutes – Special Board Meeting on December 22, 2020
  - E. Financial Reports – December 2020 and January 2021
  - F. Payment of Bills
  
- XV. Information Items
  - F. Library Director’s Report
    - 1. Resignation of Trustee Rae Klobucher
    - 2. Discussion of Changing names on the Bayliss Credit Card at Soo Co-op
    - 3. Replacement Board Member for Mackinac County seat
    - 4. Discussion of Changing names on Brevort Township Library bank account
  - G. Treasurer’s Report
  - H. Board President
    - 1. Presentation of Slate of Officers for 2021-2022
    - 2. Trustee Committee Assignments for 2021-2022
    - 3. Sympathy Letter/Card for Clay Hufnagel, former Trustee
  - I. Committee Reports
  - J. Communications
- XVI. Action Items
  - C. Unfinished Business
  - D. New Business
    - 1. Discussion/Approval of Accepting Resignation of Trustee Rae Klobucher
    - 2. Discussion/Approval of Removing Joshua Townley from the Brevort Township bank account at First National Bank of St. Ignace, and adding Trudy Olsen to the account, as well as keeping Lisa Waskin
    - 3. Discussion/Approval of Removing Megan Kinney and Nancy Steinhaus from the Bayliss Public Library’s Credit Card at Soo Co-op, and adding Angela Lane and Pam Flood to the Bayliss Public Library Credit Card at Soo Co-op, and giving permission for Soo Co-op to discuss the Credit Card with Financial Manager, Angela Lane
    - 4. Discussion/Approval of Board Officers for 2021-2022
  - C. Trustees’ Comments
- XVII. Public Comments on Other Matters
- XVIII. Adjournment

\*Next Meeting: March 25, 2021 – Location on Zoom

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:

12. Public participation shall be permitted at a time as determined by the presiding officer.
13. 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.
14. Participants must be recognized by the presiding officer and must preface their comments by announcing their name, address, and group affiliation (when appropriate).
15. Each statement made by a participant shall be limited to 3 minutes duration.
16. No participant may speak more than once on the same topic unless all others wishing to speak on that topic have been heard.
17. Participants shall direct all comments to the Board, not to staff or other participants.
18. All statements shall be directed to the presiding officer; no person may address or question Board members individually.
19. Public comments should not be frivolous, repetitive, or abusive.
20. The presiding officer may interrupt, warn, or terminate a participant's statement when the statement is too lengthy, personally directed, abusive, obscene, or irrelevant.
21. 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.
22. 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 TRUSTEES REGULAR BOARD MEETING**

**Location:** Via Zoom

**Date:** February 25, 2021

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**Call to Order:**

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

**Roll Call:**

Present: President Karen McClenny, Sheila Bergdoll, Cris Roll and Tim McConkey. Jan Reelitz was absent, excused. Also present: Lisa Waskin, SDL Director; Laura Hintz, Drummond Island Library Manager; and Pat Hunter, Pickford Library Building Committee

**Public Comments on Agenda Items:**

None

**Discussion/Acceptance of Agenda:**

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

Discussion: None.

Motion passed unanimously.

**Business Items:**

**Approval of Minutes from the December 22, 2020, Special Board of Trustees Meeting**

Motion for approval of the Minutes from the December 22, 2020, Special Board of Trustees Meeting made by Trustee Roll, seconded by Trustee McConkey.

Discussion: None

Motion passed unanimously.

**Financial Reports from December 2020, and January 2021:**

Motion by Trustee McConkey to accept the December 2020 and January 2021, Financial Reports. Seconded by Trustee Bergdoll.

Discussion: Director Waskin reported that the budget had not been revised to reflect the receipt of grant funds, so that several line items showed that they were overspent, when in fact, the money was there from various grants and donations from Friends of the Library groups and other donors. Director Waskin and Financial Manager Lane would be revising the budget to be presented at the March Board meeting for review.

Motion passed unanimously.

**Payment of Bills:**

Following a review of the expenses and the vendor balance summary sheets, motion by Trustee McConkey, seconded by Trustee Bergdoll to approve payment of the bills as presented.

Discussion: Director Waskin mentioned that the payment for the Chromebooks and Hotspots, purchased from the EUP ISD with funds from the LSTA CARES Grant was in the group of checks this month.

Motion passed unanimously

**Information Items:**

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

1. **Resignation of Trustee Rae Klobucher**
2. **Discussion of Changing names on the Bayliss Credit Card at Soo Co-op**
3. **Replacement Board Member for Mackinac County Seat**
4. **Discussion of Changing names on Brevort Township Library bank account**
5. **Update on Pickford Community Library building project**
6. **Update on Search Committee for new SLC Library Director**
7. **Update on District Library Visits**

B. **Treasurer's Report:**

None

C. **Board President Comments:**

1. **Presentation of Slate of Officers for 2021-2022**
2. **Trustee Committee Assignments for 2021-2022**
3. **Sympathy Letter/Card for Clay Hufnagel, former Trustee**

D. **Committee Reports:** None

E. **Communications:** None

**Action Items:**

**Unfinished Business:**

None

**New Business:**

**1. Discussion/Approval of Accepting Resignation of Trustee Rae Klobucher** – Motion made by Trustee Roll and seconded by Trustee McConkey to accept the resignation of Trustee Rae Klobucher of Mackinac County.

Discussion: None

Motion approved unanimously

**2. Discussion/Approval of Removing Joshua Townley from the Brevort Township Library bank account at First National Bank in St. Ignace, and adding Trudy Olsen to the account, as well as keeping Library Director, Lisa Waskin on the account.**

Motion made by Trustee Bergdoll and seconded by Trustee McConkey to remove former Manager, Joshua Townley from the Brevort Township Library bank account at First National Bank in St. Ignace, add New Manager Trudy Olsen to the account, and keep Library District Director, Lisa Waskin on the account.

Discussion: None

Motion approved unanimously

**3. Discussion/Approval of Removing Megan Kinney and Nancy Steinhaus from the Bayliss Public Library Credit Card at Soo Co-op, and adding Financial Manager, Angela Lane and Bayliss Library Manager, Pamela Flood to the Bayliss Public Library Credit Card at Soo Co-op, AND giving permission to Soo Co-op to discuss ANY and ALL bank accounts, credit accounts, savings accounts, and all other Superior District Library business with Financial Manager, Angela Lane.**

Motion made by Trustee McConkey to approve removing Megan Kinney and Nancy Steinhaus from the Bayliss Public Library credit card at Soo Co-op, adding Angela Lane and Pamela Flood to the account, keeping all other signers besides those listed above, and giving permission for Soo Co-op to discuss all accounts and financial matters pertaining to all the libraries of the Superior District Library, including the credit cards, with Financial Manager, Angela Lane. Seconded by Trustee Roll.

Discussion: None

Motion approved unanimously

**4. Discussion/Approval of Board Officers for 2021-2022 – Officers are: President, Karen McClenny; Vice-President, Sheila Bergdoll; Treasurer, Cris Roll; and Secretary, Tim McConkey.**

Motion made by Trustee Bergdoll and seconded by Trustee McConkey to approve the Slate Officers of the Superior District Library Board for 2021-2022 as presented.

Discussion: None

Motion approved unanimously

**Trustees' Comments:** None

**Public Comments on Other Matters:** None

**Adjournment:**

Motion made by Trustee Roll, seconded by Trustee McConkey, to adjourn the meeting. Motion passed unanimously. Meeting adjourned at 6:35 p.m.

Respectfully Submitted

*Lisa Waskin*

Lisa Waskin, Acting Secretary  
Superior District Library

\*Next Superior District Board meeting: At 6:00pm on Thursday, March 25, 2021 via Zoom

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

**Location:** Via Zoom

**Date:** March, 2021

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**Call to Order:**

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

**Roll Call:**

Present: President Karen McClenny, Sheila Bergdoll, Cris Roll, Jan Reelitz and Tim McConkey. Cris Roll needed to leave the meeting early. Also present: Lisa Waskin, SDL Director; and new Mackinac County board member, Michelle Jarvie

**Public Comments on Agenda Items:**

None

**Discussion/Acceptance of Agenda:**

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

Discussion: None.

Motion passed unanimously.

**Business Items:**

**Approval of Minutes from the February 25, 2021, Regular Board of Trustees Meeting**

Motion for approval of the Minutes from the February 25, 2021, Regular Board of Trustees Meeting made by Trustee Bergdoll, seconded by Trustee Reelitz.

Discussion: None

Motion passed unanimously.

**Financial Reports from February 2021:**

Motion by Trustee McConkey to accept the February 2021, Financial Reports. Seconded by Trustee Reelitz.

Discussion: Director Waskin stated that the budget revisions had been put on hold until April because the Superiorland Library Cooperative budget revisions still had not been done, and there would be changes to the SDL budget based on those revisions. There were also some outstanding grant and memorial funds, as well as the Curtis Library Lease Agreement that needed to be clarified before the revisions could be completed. Director Waskin and Financial Manager Lane are planning on having the revised budget completed next month to be presented at the April Board meeting for review.

Motion passed unanimously.

**Payment of Bills:**

Following a review of the expenses and the vendor balance summary sheets, motion by Trustee Reelitz, seconded by Trustee McConkey to approve payment of the bills as presented.

Discussion: None

Motion passed unanimously

**Information Items:**

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

- 1. New Board Member Appointment**
- 2. Update on Pickford Community Library building project**
- 3. Update on Search Committee for new SLC Library Director**
- 4. Update on Curtis Library Lease**
- 5. LSTA Grant Update**
- 6. Drummond Island Library Memorial Fund**

**G. Treasurer's Report:**

None

**H. Board President Comments:**

- 1. Swearing-in of New Board Member, Michelle Jarvie** –ceremony conducted by President McClenny at 6:20pm

**I. Committee Reports:** None

- J. Communications:** Email from patron in Brevort Township regarding new Manager, Trudy Olsen, and what an excellent job she is doing at the library there.

**Action Items:**

**Unfinished Business:**

None

**New Business:**

None

**Trustees' Comments:** None

**Public Comments on Other Matters:** None

**Adjournment:**

Motion made by Trustee Bergdoll, seconded by Trustee McConkey, to adjourn the meeting. Motion passed unanimously. Meeting adjourned at 6:22 p.m.

Respectfully Submitted

*Lisa Waskin*

Lisa Waskin, Acting Secretary  
Superior District Library

\*Next Superior District Board meeting: At 6:00pm on Thursday, April 22, 2021 at the Brevort Township Community Library – unless virtual meeting orders are extended

## Superior District Library

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Sault Ste. Marie, MI 49783

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BOARD OF TRUSTEES MEETING  
Location: Online Via Zoom Virtual Meeting  
May 27, 2021  
6:00pm

- XIX. Call to Order
- XX. Roll Call
- XXI. Public Comments on Agenda Items
- XXII. Approval of Agenda
  
- XXIII. Business Items
  - G. Approval of Minutes – Regular Board Meeting on March 25, 2020
  - H. Financial Reports – March and April 2021
  - I. Payment of Bills
  
- XXIV. Information Items
  - K. Library Director’s Report
    - 1. Pickford Community Library Building Project Update
    - 2. Curtis Library Lease Update
    - 3. SLC Director Search Update
    - 4. Budget Revisions
    - 5. Date for FY2021-2022 Budget Hearing
    - 6. Update on Covid Guidelines from MiOSHA
  - L. Treasurer’s Report
  - M. Board President Report
  - N. Committee Reports
  - O. Communications
  
- XXV. Action Items
  - E. Unfinished Business
  - F. New Business
    - 1. Discussion/Approval FY2020-2021 Budget Revisions
    - 2. Discussion/Approval of Budget Hearing for FY2021-2022
    - 3. Discussion/Approval of Covid Guidelines for SDL
  - C. Trustees’ Comments
  
- XXVI. Public Comments on Other Matters
  
- XXVII. Adjournment

\*Next Meeting: June 24, 2021 – Engadine Library (depending on Covid Restrictions)

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:

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The presiding officer may waive these rules.

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

**Location:** Via Zoom

**Date:** May, 2021

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**Call to Order:**

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

**Roll Call:**

Present: President Karen McClenny, Sheila Bergdoll, Cris Roll, Jan Reelitz, Michelle Jarvie and Tim McConkey. Also present: Lisa Waskin, SDL Director; and Jane French, Les Cheneaux Community Library Manager

**Public Comments on Agenda Items:**

Director Waskin added an item to the agenda under New Business – to approve debit cards for the Library Managers in conjunction with the library’s checking account

**Discussion/Acceptance of Agenda:**

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

Discussion: None.

Motion passed unanimously.

**Business Items:**

**Approval of Minutes from the March 25, 2021, Regular Board of Trustees Meeting**

Motion for approval of the Minutes from the March 25, 2021, Regular Board of Trustees Meeting made by Trustee McConkey, seconded by Trustee Roll.

Discussion: None

Motion passed unanimously.

**Financial Reports from March and April 2021:**

Motion by Trustee Reelitz to accept the March and April 2021, Financial Reports. Seconded by Trustee McConkey.

Discussion: Director Waskin stated that there was no unusual activity on the Financial Reports. Almost all of the millage money has come in, and the amounts were all slightly above the projected budget except for DeTour Township, which was \$600 less than the amount on the budget.

Motion passed unanimously.

**Payment of Bills:**

Following a review of the expenses and the vendor balance summary sheets, motion by Trustee Roll, seconded by Trustee McConkey to approve payment of the bills as presented.

Discussion: Director Waskin stated that the rent payments for the Les Cheneaux Community Library and the Engadine Library were included in this month’s payments. Otherwise, they were the usual bills.

Motion passed unanimously

**Information Items:**

**A. Library Director’s Report:**

- 1. Update on Pickford Community Library building project**
- 2. Update on Curtis Library Lease**
- 3. Update on Search Committee for new SLC Library Director**
- 4. Budget Revisions**
- 5. Date for FY2021-2022 Budget Hearing**

**6. Update on Covid Guidelines from MiOSHA**

**B. Treasurer's Report:**

None

**C. Board President Comments: Reminder to not Reply All to emails from the Director**

**D. Committee Reports:** None

**E. Communications:** None

**Action Items:**

**Unfinished Business:**

None

**New Business:**

**Discussion/Approval FY2020-2021 Budget Revisions – No Action Required/Informational Discussion Only**

**Discussion/Approval of Budget Hearing for FY2021-2022**

A motion was made by Trustee Reelitz and seconded by Trustee Bergdoll to set the Budget Hearing for FY2021-2022 at 6:00pm on June 24, 2021, at the Engadine Library. The Hearing would be immediately followed by the Regular Board Meeting.

Discussion: None

Motion passed unanimously

**Discussion/Approval of updated Covid Guidelines for Superior District Library**

A motion was made for the following guidelines by Trustee Bergdoll and seconded by Trustee Jarvie – *The SDL Board of Trustees decided in a unanimous vote to continue to require all staff, patrons, and other personnel entering the library (ie. Volunteers, delivery, maintenance, etc.), regardless of vaccination status, to continue to wear masks indoors until July 31, 2021, in order to continue to protect the safety of our unvaccinated patrons – children under the age of 12. We will also follow MDHHS guidelines regarding occupancy and social distancing at 50% or 25 persons, whichever is greater for indoor events. Outdoor events no longer require masks, but social distancing should still be maintained. (May 27, 2021)*

Discussion: None

Motion passed unanimously

**Discussion/Approval of Debit Cards for Library Managers Associated with Library Checking Accounts**

A motion was made by Trustee McConkey to approve debit cards for all library managers, that would be set up linked to the library's checking account, and would have both the Library Manager and the SDL Director, Lisa Waskin, listed on all cards. Motion was seconded by Trustee Roll.

Discussion: None

Motion passed unanimously

**Trustees' Comments:** None

**Public Comments on Other Matters:** Library Manager, Jane French, thanked the Board for all of their support over the past year in dealing with the Covid crisis. She also shared some of the great summer programs coming up at the Les Cheneaux Community Library, like their Scavenger Hunt and the Little Free Art Library lending program.

Director Waskin shared that her husband would be undergoing surgery on June 23<sup>rd</sup>, but that she would still attend the June 24<sup>th</sup> Budget Hearing and Board Meeting virtually from Chicago.

**Adjournment:**

Motion made by Trustee Roll, seconded by Trustee Reelitz, to adjourn the meeting. Motion passed unanimously. Meeting adjourned at 7:03 p.m.

Respectfully Submitted

**Lisa Waskin**

Lisa Waskin, Acting Secretary  
Superior District Library

\*Next Superior District Board meeting will be immediately following the FY2021-2022 Budget Hearing, which is scheduled for 6:00pm on Thursday, June 24, 2021 at the Engadine Library – unless virtual meeting orders are enacted

**Superior District Library**

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541 Library Dr.  
Sault Ste. Marie, MI 49783

Tel: 906.632.9331  
Fax: 906.635.0210

Public Hearing for the Superior District Library  
Proposed Budget for Fiscal Year 2021-2022  
Thursday, June 24, 2021  
Engadine Library  
6:00pm

- I. Call to Order
- II. Roll Call
- III. Public Comments
- IV. Adjournment

BOARD OF TRUSTEES MEETING  
Location: Engadine Library  
June 24, 2021  
Immediately Following the Budget Hearing

- XXVIII. Call to Order
- XXIX. Roll Call
- XXX. Public Comments on Agenda Items
- XXXI. Approval of Agenda
  
- XXXII. Business Items
  - J. Approval of Minutes – Regular Meeting on May 27, 2021
  - K. Financial Reports – May 2021
  - L. Payment of Bills
  
- XXXIII. Information Items
  - P. Library Director’s Report
    - 1. Budget Revision for FY 2020-2021
    - 2. Proposed Budget for FY 2021-2021
    - 3. MERS Supplemental Retirement 457 Plan
  - Q. Treasurer’s Report
  - R. Board President
  - S. Committee Reports
  - T. Communications

XXXIV. Action Items

G. Unfinished Business

H. New Business

1. Discussion/Approval of FY2020-2021 budget revisions
2. Discussion/Approval of FY2021-2022 budget
3. Discussion/Approval of MERS Supplemental Retirement 457 Plan

I. Trustees' Comments

XXXV. Public Comments on Other Matters

XXXVI. Adjournment

\*Next Meeting: July 22, 2021 at the Curtis Public Library

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

**Location:** Engadine Library

**Date:** June 24, 2021

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**Call to Order:**

The meeting was called to order at 6:04 p.m., following the Budget Hearing, by President McClenny.

**Roll Call:**

Present: President Karen McClenny, Sheila Bergdoll, Cris Roll, Jan Reelitz, and Tim McConkey. Michelle Jarvie present via Zoom. Also present: Lisa Waskin, SDL Director; Angela Lane, HR and Financial Manager for SDL; Melanie Chaffin, Engadine Library Manager; and, Jane French, Les Cheneaux Community Library Manager. Laura Hintz, Drummond Island Library Manager and Linda Blanchard, Curtis Public Library Manager present via Zoom.

**Public Comments on Agenda Items:**

Director Waskin added an item to the agenda under Discussion and New Business – to discuss the amendment of the SDL Mask Mandate

**Discussion/Acceptance of Agenda:**

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

Discussion: None.

Motion passed unanimously.

**Business Items:**

**Approval of Minutes from the May 27, 2021, Regular Board of Trustees Meeting**

Motion for approval of the Minutes from the May 27, 2021, Regular Board of Trustees Meeting made by Trustee Reelitz, seconded by Trustee Roll.

Discussion: None

Motion passed unanimously.

**Financial Reports from May 2021:**

Motion by Trustee McConkey to accept the May 2021, Financial Reports. Seconded by Trustee Roll.

Discussion: Director Waskin and Financial Manager Lane stated that there was no unusual activity on the Financial Reports.

Motion passed unanimously.

**Payment of Bills:**

Following a review of the expenses and the vendor balance summary sheets, motion by Trustee Roll, seconded by Trustee McConkey to approve payment of the bills as presented.

Discussion: None

Motion passed unanimously

**Information Items:**

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

- 1. Update on Pickford Community Library building project**
- 2. Update on Curtis Library Lease**
- 4. Discussion of FY 2020-2021 Budget Revisions**
- 5. Discussion of FY2021-2022 Proposed Budget**
- 6. Discussion of MERS Supplemental Retirement Fund 457**

**7. Discussion of the Mask Mandate for all SDL Libraries**

**B. Treasurer's Report:** None

**C. Board President Comments:** President McClenny thanked Melanie Chaffin for hosting the board meeting and providing treats. She said how nice it was to see everyone in person again. Again reminded board members to not Reply to All on emails from Director Waskin, since this constitutes a violation of the Open Meetings Act

**D. Committee Reports:** None

**E. Communications:** None

**Action Items:**

**Unfinished Business:**

None

**New Business:**

**Discussion/Approval FY2020-2021 Budget Revisions** – A motion was made by Trustee McConkey to approve the FY2020-2021 Budget revisions. Motion was seconded by Trustee Reelitz.

Discussion: None

Motion passed unanimously

**Discussion/Approval of Proposed Budget for FY2021-2022 -**

A motion was made by Trustee Bergdoll and seconded by Trustee Roll to approve the Proposed Budget for FY2021-2022.

Discussion: None

Motion passed unanimously

**Discussion/Approval of MERS Supplemental Retirement Plan 457 -**

A motion was made by Trustee McConkey to approve the addition of the MERS Supplemental Retirement Plan 457 to the employee options for the Superior District Library. Motion was seconded by Trustee Roll.

Discussion: None

Motion passed unanimously

**Discussion/Approval of updated Covid Guidelines for Superior District Library -**

A motion was made for the following guidelines by Trustee Roll and seconded by Trustee Reelitz to amend the policy to reflect the MDHHS policy regarding the wearing of masks as of June 22, 2021. –

*The SDL Board of Trustees decided in a unanimous vote to amend the policy which required all staff, patrons, and other personnel entering the library (ie. Volunteers, delivery, maintenance, etc.), regardless of vaccination status, to continue to wear masks indoors until July 31, 2021. As of June 22, 2021, the MDHHS, along with the Governor, the CDC and MiOSHA removed the mask mandate for all, regardless of vaccination status. The SDL Board will amend the policy in order to follow MDHHS guidelines regarding mask wearing, occupancy and social distancing. (June 24, 2021)*

Discussion: None

Motion passed unanimously

**Trustees' Comments:** None

**Public Comments on Other Matters:** Library Manager, Jane French, thanked the Board for all of their support over the past year in dealing with the Covid crisis. She also shared some of the great summer programs coming up at the Les Cheneaux Community Library, like their Scavenger Hunt and the Little Free Art Library lending

program. Library Managers Linda Blanchard and Laura Hintz also thanked the Board for all they had done for them over the past year.

**Adjournment:**

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

Respectfully Submitted

**Lisa Waskin**

Lisa Waskin, Acting Secretary

Superior District Library

\*Next Superior District Board meeting is scheduled for 6:00pm on Thursday, July 22, 2021 at the Curtis Public Library – unless virtual meeting orders are enacted

## 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: Mollie R. Kahl Community Library  
11185 Second St., Rudyard, MI  
August 26, 2021  
6:00pm

- XXXVII. Call to Order
- XXXVIII. Roll Call
- XXXIX. Public Comments on Agenda Items
- XL. Approval of Agenda
  
- XLI. Business Items
  - M. Approval of Minutes – Regular Meeting on July 22, 2021
  - N. Financial Reports – July 2021
  - O. Payment of Bills
  
- XLII. Information Items
  - U. Library Director’s Report
    - 1. Portage Township Tax Waiver
    - 2. Tuition Reimbursement Request
    - 3. Napa Building Update
    - 4. SLC Director Search Update
    - 5. SLC Board Meeting Update
  - V. Treasurer’s Report
  - W. Board President
  - X. Committee Reports
  - Y. Communications
  
- XLIII. Action Items
  - J. Unfinished Business
  - K. New Business
    - 1. Discussion/Approval of Portage Township Tax Waiver
    - 2. Discussion/Approval of Tuition Reimbursement Request
  - L. Trustees’ Comments
  
- XLIV. Public Comments on Other Matters
- XLV. Adjournment

\*Next Meeting: September 23, 2021 at the Drummond Island 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:

Public participation shall be permitted at a time as determined by the presiding officer.

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.

Participants must be recognized by the presiding officer and must preface their comments by announcing their name, address, and group affiliation (when appropriate).

Each statement made by a participant shall be limited to 3 minutes duration.

No participant may speak more than once on the same topic unless all others wishing to speak on that topic have been heard.

Participants shall direct all comments to the Board, not to staff or other participants.

All statements shall be directed to the presiding officer; no person may address or question Board members individually.

Public comments should not be frivolous, repetitive, or abusive.

The presiding officer may interrupt, warn, or terminate a participant's statement when the statement is too lengthy, personally directed, abusive, obscene, or irrelevant.

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.

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

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541 Library Dr.  
Sault Ste. Marie, MI 49783

Tel: 906.632.9331  
Fax: 906.635.0210

BOARD OF TRUSTEES MEETING  
New Location: Pickford Community Library  
230 East Main St., Pickford, MI  
September 23, 2021  
6:00pm

XLVI. Call to Order

XLVII. Roll Call

XLVIII. Public Comments on Agenda Items

XLIX. Approval of Agenda

L. Business Items

P. Approval of Minutes – Regular Meeting on August 26, 2021

Q. Financial Reports – August 2021

R. Payment of Bills

LI. Information Items

Z. Library Director's Report

1. Covid Response Plan Revision

2. Superiorland Cooperative Board Member

3. Board Meeting Schedule for 2022

AA. Treasurer's Report

BB. Board President

CC. Committee Reports

DD. Communications

LII. Action Items

M. Unfinished Business

N. New Business

1. Discussion/Approval of Covid Response Plan Revision

2. Discussion/Approval of Superiorland Cooperative Board Member

3. Discussion/Approval of Board Meeting Locations for 2022

C. Trustees' Comments

LIII. Public Comments on Other Matters

LIV. Adjournment

\*Next Meeting: October 21, 2021 at the DeTour School and Public Library

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The presiding officer may waive these rules.

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

**Location:** Pickford Community Library

**Date:** September 23, 2021

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**Call to Order:**

The meeting was called to order at 6:04 p.m. by President McClenny.

**Roll Call:**

Present: President Karen McClenny, Treasurer Cris Roll, Secretary Tim McConkey and Trustee Michelle Jarvie; Vice-President Sheila Bergdoll, and Trustee Jan Reelitz were absent, excused. Also present: Lisa Waskin, SDL Director; Emily Hyde, Pickford Community Library Manager, and Jim Bolton, Pickford Library Building Committee

**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 August 26, 2021, Regular Board of Trustees Meeting**

Motion for approval of the Minutes for the August 26, 2021, Regular Board of Trustees Meeting made by Trustee McConkey, seconded by Trustee Jarvie.

Discussion: None

Motion passed unanimously.

**Financial Reports from August 2021:**

Motion by Trustee Jarvie to accept the August 2021, Financial Reports. Seconded by Trustee Roll.

Discussion: Director Waskin stated that there was no unusual activity on the Financial Reports and that the audit had been conducted the first week of September, and all seemed to go well for Angie's first audit.

Motion passed unanimously.

**Payment of Bills:**

Following a review of the expenses, motion by Trustee McConkey, 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. Covid Response Plan Revision** – Director Waskin shared the updated version of the Response Plan for Covid. The previous plan had been approved in June of 2020, and needed to be updated to include changes to mandates and vaccinated individuals. Director Waskin will be adding wording to the Covid Protocols and Policy to include Pandemic Emergency Leave for staff to also take time to care for dependents who need care after testing positive, or needing to quarantine after exposure to a positive individual.

**2. Superiorland Cooperative Board Member** – Trustee Roll will be stepping down from the Superiorland Cooperative Board. Trustee McConkey has agreed to fill the vacant seat, representing the Superior District Library

**3. Board Meeting Schedule for 2022** – Director Waskin put together a schedule for the dates and locations for the 2022 Board meetings, and checked with all of the managers to make sure it would work with their schedules.

**Treasurer’s Report:** None

B. **Board President Comments:** President McClenny expressed thank yous to all of the library staff and managers at how well they had been doing in spite of all of the challenges related to Covid.

C. **Committee Reports:** None

D. **Communications:** Director Waskin shared a Thank you note from Tom and Debbie Lehman’s children regarding the memorial bench and Little Free Library which were dedicated to them at the Bayliss Library on September 3<sup>rd</sup>. Bayliss also received a Thank you note from a patron who was assisted by a staff member on filling out all of the paperwork to be able to enter Canada, and how smoothly it all went for her because of the help. Director Waskin also shared an email from a patron regarding the great job that Children’s Librarian, Sabrina Neveu, was doing at Bayliss, and advised the library to “keep her.”

**Action Items:**

**Unfinished Business:**

None

**New Business:**

**Discussion/Approval of Covid Response Plan Revision** – A motion was made by Trustee McConkey to approve the Covid Response Plan Revision. Motion was seconded by Trustee Roll.

Discussion: None

Motion passed unanimously

**Discussion/Approval of Tim McConkey as the New Superiorland Cooperative Board Member** - A motion was made by Trustee Jarvie and seconded by Trustee Roll to approve the appointment of Trustee Tim McConkey as the new board member on the Superiorland Cooperative Board.

Discussion: None

Motion passed unanimously

**Discussion/Approval of Board Meeting Schedule for 2022** – A motion was made to approve the Board Meeting Schedule for 2022 by Trustee Jarvie, and seconded by Trustee Roll.

Discussion: None

Motion passed unanimously

**Trustees’ Comments:** None

**Public Comments on Other Matters:** Director Waskin discussed the changes to the upcoming board meeting locations and dates. She advised that the next three meetings would be held on the third Thursday, and not the fourth. She also shared that October’s meeting had changed venues. The October Board Meeting will be on Thursday, October 21<sup>st</sup> at 6pm at the Drummond Island Library, and the November meeting would now be held at the Les Cheneaux Community Library on November 18<sup>th</sup> at 6pm. December’s meeting would still be held at Bayliss on December 16<sup>th</sup>.

**Adjournment:**

Motion made by Trustee McConkey, seconded by Trustee Roll, to adjourn the meeting. Motion passed unanimously. Meeting adjourned at 6:40 p.m.

Respectfully Submitted

**Lisa Waskin**

Lisa Waskin, District Director  
Superior District Library

\*Next Superior District Board meeting is scheduled for 6:00pm on Thursday, October 21, 2021, at the Drummond Island Library

Superior District Library  
541 Library Dr. Tel: 906.632.9331  
Sault Ste. Marie, MI 49783 Fax: 906.635.0210

BOARD OF TRUSTEES MEETING  
New Location: Drummond Island Library  
29934 E. Court Street, Drummond Island, 49726  
October 21, 2021

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 Meeting on September 23, 2021

B. Financial Reports – September 2021

C. Payment of Bills

VI. Information Items

A. Library Director's Report

1. Bank Signatures

2. Covid Protocol Policy

3. Budget Revision

4. Insurance Renewal

B. Treasurer's Report

C. Board President

D. Committee Reports

E. Communications

VII. Action Items

A. Unfinished Business

B. New Business

1. Discussion/Approval of removing Rae Klobucher and adding Michelle Jarvie to the Bank Signature cards

2. Discussion/Approval of removing Josh Townley and adding Trudy Olsen to the Bank Accounts for Brevort Township Library

3. Discussion/Approval of Updated Covid Protocol Policy

4. Discussion/Approval of Budget Revision for FY2021-2022

C. Trustees' Comments

VIII. Public Comments on Other Matters

IX. Adjournment

\*Next Meeting: November 18, 2021 at the Les Cheneaux Community Library

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and publish rules to govern such participation. The presiding officer of each meeting shall administer the rules of

conduct, as stated:

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**SUPERIOR DISTRICT LIBRARY**

## **BOARD OF TRUSTEES REGULAR BOARD MEETING**

**Location:** Drummond Island Library

**Date:** October 21, 2021

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### **Call to Order:**

The meeting was called to order at 6:01 p.m. by President McClenny.

### **Roll Call:**

Present: President Karen McClenny, Treasurer Cris Roll, Secretary Tim McConkey, Vice-President Sheila Bergdoll, and Trustee Jan Reelitz. Trustee Michelle Jarvie was absent. Also present: Lisa Waskin, SDL Director and Laura Hintz, Drummond Island Library Manager.

**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 September 23, 2021, Regular Board of Trustees Meeting**

Motion for approval of the Minutes for the September 23, 2021, Regular Board of Trustees Meeting made by Trustee Reelitz, seconded by Trustee McConkey.

Discussion: None

Motion passed unanimously.

#### **Financial Reports from September 2021:**

Motion by Trustee McConkey to accept the September 2021, Financial Reports. Seconded by Trustee Roll.

Discussion: Director Waskin stated that there was no unusual activity on the September Financial Reports

Motion passed unanimously.

#### **Payment of Bills:**

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

Discussion: None

Motion passed unanimously

### **Information Items:**

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

**1. Covid Protocol Policy** – Director Waskin shared the updated version of the Covid Protocol Policy for the District. The previous plan had been approved in June of 2020, and needed to be updated to include changes to mandates and vaccinated individuals. Director Waskin specifically added wording to the Covid Protocols for what to do in the various scenarios, such as if someone living in the home of a staff member tested positive, depending whether they were vaccinated or not. The new protocols will take into account vaccinated and unvaccinated individuals as well when determining what course of action to take.

**2. Bank Signatures** – Director Waskin informed the board that all of the bank cards still needed to have Rae Klobucher removed and Michelle Jarvie added as a signatory and that the bank needed to have board minutes stating this change. The Brevort Township Library account at First National in St. Ignace also needs Board approval to be changed from Joshua Townley to Trudy Olsen.

**3. Insurance Renewal** – Director Waskin received correspondence from Rick Labian of National Insurance Services, which is the District's Health Insurance agent and agency, that the rate would be

increasing by 11% over last year, which was totally not expected when projections were made earlier in the spring.

**4. Budget Revision** – Director Waskin shared the information with the Board that because of the 11% increase in insurance rates from last year, the budget will need to be adjusted to reflect that increase. Director Waskin had budgeted for the standard 4% increase that had been projected when the budget was created in May.

**Treasurer’s Report:** None

B. **Board President Comments:** President McClenny expressed thank you to Laura Hintz for hosting the meeting and all of the delicious food she provided.

C. **Committee Reports:** None

D. **Communications:** None

**Action Items:**

**Unfinished Business:**

None

**New Business:**

**Discussion/Approval of Removing Rae Klobucher and adding Michelle Jarvie to all of the SDL Bank Signature Cards** – A motion was made by Trustee Bergdoll to approve Removing Rae Klobucher and Adding Michelle Jarvie to all Superior District Library Bank Signature Cards. Motion was seconded by Trustee Reelitz.

Discussion: None

Motion passed unanimously

**Discussion/Approval of Removing Joshua Townley and Adding Trudy Olsen to the Brevort Township Library’s First National Bank of St. Ignace Account** - A motion was made by Trustee McConkey and seconded by Trustee Bergdoll to Remove Joshua Townley and Add Trudy Olsen to the Brevort Township Library’s First National Bank of St. Ignace Account.

Discussion: None

Motion passed unanimously

**Discussion/Approval of Updated Covid Protocol Policy** – A motion was made to approve the Updated Covid Protocol Policy by Trustee Bergdoll, and seconded by Trustee McConkey.

Discussion: None

Motion passed unanimously

**Discussion/Approval of Budget Revision for FY2021-FY2022** – Trustee Roll made a motion to Approve the Revised Budget for FY2021-FY2022. Motion was seconded by Trustee McConkey.

Discussion: None

Motion passed unanimously

**Trustees’ Comments:** Trustee Bergdoll asked question about what was happening with the DeTour School and Public Library situation. Director Waskin replied that the issue with the two school board members had been addressed and resolved.

**Public Comments on Other Matters:** Manager Hintz discussed the sign replacement, and that they were still waiting on quotes from local contractors on a cost for the new sign. She also discussed the request by a local family for naming the library. The Board asked Manager Hintz to speak to the family about an amount for the naming request.

**Adjournment:**

Motion made by Trustee McConkey, seconded by Trustee Roll, to adjourn the meeting. Motion passed unanimously. Meeting adjourned at 6:56 p.m.

\*Next meeting will be on November 18, 2021 at 6pm at the Les Cheneaux Community Library.

Respectfully Submitted

**Lisa Waskin**

Lisa Waskin, District Director

Superior District Library

November 2021 Agenda  
November 2021 Minutes  
December 2021 Agenda

SUPERIOR DISTRICT LIBRARY

BOARD OF TRUSTEES REGULAR BOARD MEETING

Location: Bayliss Public Library

Date: December 16, 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, and Vice-President Sheila Bergdoll. Trustee Jan Reelitz and Trustee Michelle Jarvie were absent, excused. Also present: Lisa Waskin, SDL Director; Pam Flood, Bayliss Public Library Manager; and, Angie Lane, HR and Financial Manager for SDL. Ken Talsma, Auditor for Anderson/Tackman 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 October 21, 2021, Regular Board of Trustees Meeting

Motion for approval of the Minutes for the October 21, 2021, Regular Board of Trustees Meeting made by Trustee McConkey, seconded by Trustee Bergdoll.

Discussion: None

Motion passed unanimously.

Financial Reports from October 2021 and November 2021:

Motion by Trustee Roll to accept the October 2021 and November 2021, Financial Reports. Seconded by Trustee McConkey.

Discussion: Director Waskin stated that the millage had begun coming in for Mackinac and Chippewa counties.

Motion passed unanimously.

Payment of Bills:

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

Discussion: None

Motion passed unanimously

Presentation from Anderson/Tackman Auditors for FY2020-2021 -

Information Items:

A. Library Director's Report:

1. Trustee Terms Ending in December 2021 – Director Waskin shared the information that Trustee Bergdoll and Trustee Jarvie both had terms ending on December 31, 2021. Trustee Bergdoll was going to continue on the Board and had been appointed by the Chippewa County Board at their last meeting. Trustee Jarvie had decided not to continue for another term. Therefore there is now a need to find another Mackinac County Board member, preferably on the western side of the district.

2. Audit Report – Director Waskin shared that she was very pleased with the audit report, and that Financial and HR Manager Lane had done a great job on her very first audit. She felt that they had developed a really good working relationship and were learning as they went and updating practices to be more efficient.

3. Pickford Building Update – Director Waskin shared information from the Pickford Building Committee meeting, which took place in the new building on Tuesday, December 14th at 4pm-5:30pm. Trustee Bergdoll is also part of the Building Committee. Jim Bolton, resident of Pickford and Chair of the Building Committee presented plans, renderings, and a financial breakdown of the project at that meeting. The committee appointed him as the Project Manager for the renovation project. Director Waskin, Vice-President Bergdoll, and retired banker and former Bayliss Library Board member, Cathie Chenoweth will head up the fundraising committee. The projected total cost for renovations at this time is \$125,000, with a six month time frame for completion.

4. Salaries for 2022 Calendar Year – Director Waskin shared a revised Salary Scale per Position, and an overall Salary Projection for all employees of SDL. The minimum wage for Michigan will be going up to \$9.87 starting January 1, 2022. Director Waskin factored in a 2% standard raise for staff who would be continuing in their same roles. There will be some restructuring at Bayliss Public Library and the SDL staff, so some additional increases were factored in for those taking on additional duties, as well as a new position as SDL Administrative Assistant/Assistant Bookkeeper, and another new position for Bayliss Library as part-time Children's Assistant Librarian/Circulation Clerk. The raises and additional positions have been factored in to the budget, and it will support these changes.

Treasurer's Report: None

B. Board President Comments: President McClenny expressed thank you to Financial Manager Lane and Director Waskin for a flawless audit and great budgeting and planning for the fiscal health of the district.

C. Committee Reports:

1. Insurance Renewal Committee Report – Trustee McConkey reported that the Insurance Committee had met to discuss the increased rates for 2022, and to look over the options presented for insurance by NIS. He stated that

after reviewing the options, it was determined that the committee's recommendation was to continue with the current plan, and that Director Waskin had adjusted the budget to absorb the costs for the 11% increase in the rates.

D. Communications: None

Action Items:

Unfinished Business:

None

New Business:

Discussion/Approval of FY2020-2021 Audit Report– A motion was made by Trustee Roll to approve the FY2020-2021 Audit Report. Motion was seconded by Trustee McConkey.

Discussion: None

Motion passed unanimously

Discussion/Approval of Health Insurance Renewal Rates for 2022 Calendar Year- A motion was made by Trustee McConkey and seconded by Trustee Bergdoll to approve the Blue Cross/Blue Shield PPO Silver health insurance at the renewal rates for Calendar Year 2022.

Discussion: None

Motion passed unanimously

Discussion/Approval of the Revised Salary Scale and Salary increases for 2022 Calendar Year – A motion was made to approve the Revised Salary Scale and Salary Increases for the 2022 Calendar Year by Trustee Bergdoll, and seconded by Trustee Roll.

Discussion: None

Motion passed unanimously

Trustees' Comments: All the Trustees thanked Director Waskin for the Board and Staff appreciation meal.

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 talked about the recent vandalism incidents and the new outdoor camera system that was installed as a result of these incidents.

Adjournment:

Motion made by Trustee McConkey, seconded by Trustee Roll, to adjourn the meeting. Motion passed unanimously. Meeting adjourned at 6:41 p.m.

\*Next meeting will be on January 27, 2022 at 6pm at Bayliss Public Library.

Respectfully Submitted

Lisa Waskin

Lisa Waskin, District Director

Superior District Library