

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

**Location:** Pickford Community Library

**Date:** November 17, 2022

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**Call to Order:**

The meeting was called to order at 6:10 p.m. by Board Vice President, Sheila Bergdoll.

**Roll Call:**

Present: Vice-President Sheila Bergdoll, Treasurer Cris Roll, Secretary Tim McConkey, Trustee Jan Reelitz and Trustee Daryl Orr. President Karen McClenny was absent, excused. Also present: Lisa Waskin, SDL Director; Emily Hyde, Pickford Community Library Manager; and, Linda Blanchard, Curtis Public 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 Reelitz.

Discussion: None.

Motion passed unanimously.

**Business Items:**

**Approval of Minutes from the September 22, 2022, Regular Board of Trustees Meeting**

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

Discussion: None

Motion passed unanimously.

**Financial Reports from October and November 2022:**

Motion by Trustee McConkey to accept the October and November 2022, 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 Reelitz to approve payment of the bills as presented.

Discussion: None

Motion passed unanimously

**Information Items:**

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

1. **Pickford Community Library Update** – Director Waskin shared the information on the current status of the building project, and Jim Bolton, project manager and Emily Hyde, Pickford Community Library Manager, showed the board members around the building to look at what had been finished and what still needs to be done. A date for the Grand Opening still has not been set. It is

important to recognize the support from the community for the project, so we will be waiting until all of the signage listing the donors is up, and the finishing touches are completed before having the Grand Opening.

2. **Staff Changes for SDL** – Angie Lane will be stepping down as SDL HR and Financial Manager sometime in the next couple of months, once her replacement has been trained. Suzette Olson will be taking over as the new HR and Financial Manager, with a start date of December 5, 2022.
3. **Summary of Library Conferences** – Director Waskin, along with the managers from four of the district libraries attended the Michigan Library Association Conference in Port Huron on October 19-21. Meredith Sommers, Megan Stefanski, Shelby Thomas and Jane French all attended the two-day conference and reported back that they felt like they had gotten some good ideas, as well as some new networks established by attending. They felt it was well worth their time to go. Director Waskin also attended the MCLS Board Retreat in New Buffalo on October 23 – 25. Discussion centered around the organization's strategic plan, audit, and DEIJA initiatives. Director Waskin has been named the Treasurer of the MCLS Board of Trustees for the upcoming year.
4. **Other Updates from the District** – Director Waskin shared that the SDL will be participating in the MDHHS Covid Test program and will be able to provide free Covid testing kits to patrons. Victor Becker, Head of Circulation for SDL has been visiting all of the libraries to review the circ systems, answer any questions, and review circ policies. The second older boiler at Bayliss is on the fritz. Albert's Heating and Cooling will be coming out to check it out to see if we can do a quick repair or if it needs to be totally replaced. Director Waskin will be holding a Manager's Meeting at the Pickford Community Library on Wednesday, November 30<sup>th</sup> from 10:30-2:30. Topics like Intellectual Freedom will be discussed, with Cooperative Director, Dillon Geshel, coming over from Marquette to do some role playing and training on book challenges. We will also be discussing policies and setting up a Manager Roundtable every other month for them to get together on Zoom to discuss issues and ask questions.
5. **Audit Report** – Director Waskin reported that there were many inaccuracies in the initial draft report from the auditor, especially the lease agreements and the grant information. She contacted Ken Talsma from Anderson Tackman Auditing, and he will be talking to her about the issues and getting them fixed in the next week or two.
6. **Trustee Appointments** – Both Tim McConkey and Jan Reelitz have been reappointed to the Superior District Library Board for another three years by the City of Sault Ste Marie and the Mackinac County Board.
7. **Board Dinner Date** – Dinner dates of either December 15<sup>th</sup> or January 26<sup>th</sup> were discussed. It was decided that that dinner would be held on December 15<sup>th</sup> at 5pm at the Bayliss Public Library. Board members may bring a side dish of their choice if they want, but it is not required.

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

C. **Board President Comments:** None

**D. Committee Reports:**

**1. Pickford Community Library Fundraising Committee** – the fundraising for the building renovations has exceeded the goal of \$150,000, and it is still rising. We are now purchasing furnishings for the building as we finish up construction projects.

**2. Contract Renewal Committee** – The contract review committee, made up of Tim McConkey, Cris Roll and Lisa Waskin met to go over the health insurance proposals. Rick Labian, our agent from National Insurance Services at first had indicated that we would be looking at an 11% increase over last year because of Covid, however Director Waskin reminded him that we had gotten hit with a 12% increase last year because of Covid, so didn't think they could justify another huge increase a year later for the same reason. He went back and did some calculations, and we were able to lower it to a 6% increase. Not great, but much better than 11%. He also stated that in addition to the Simply Blue PPO 4000 that we have been offering, there is a Simply Blue HSA 3000, that would offer the same options to go out of state, but that included a Health Savings plan. The biggest differences would be the lower deductible, but participants would have to pay the full costs, without co-pays, until their deductible is met. The HSA would allow staff to put money into a saving plan to help offset those costs as they came up.

**3. Policy Committee** – The policy committee, made up of Sheila Bergdoll, Daryl Orr, Meredith Sommers, Jane French, and Director Waskin, met to discuss the non-resident card rate for the district. Director Waskin reviewed the Library of Michigan's state aid report to see what other libraries in the state charged, and then obtained the tax amounts for several areas of the district to come up with an average amount paid by residents in the district for library taxes. It came to just under \$45 a year per residence. The current non-resident rate is \$80/person per year. The committee recommends that the rate be lowered to \$45/household per year. The district will also continue to offer the temporary card to those non-residents staying in the district for 16 weeks or less at a rate of \$20/household with a \$5 service fee. At the end of the stay, the \$20 will be refunded to the patron as long as all of their materials are returned and they don't owe any fees for lost or damaged items.

**E. Communications:** Letter from Florida woman praising the Les Cheneaux Community Library, thank you Note from Natalie Nowak to the Board, and Email from Michigan Humanities Awarding a Touring Grant to Les Cheneaux Community Library

**Action Items:**

**Unfinished Business:**

None

**New Business:**

**Discussion/Approval of Health Insurance Plans**– A motion was made by Trustee McConkey and seconded by Trustee Roll to approve offering the Simply Blue PPO 4000 and the Simply Blue HAS 3000 along with the Vision and Dental Plans submitted by National Insurance Services through Blue Cross/Blue Shield of Michigan.

Discussion: None

Motion passed unanimously

**Discussion/Approval of a Policy Change for the District Non-Resident card fee to go from \$80 per person per year to \$45 per household per year**– A motion was made by Trustee Roll and seconded by Trustee McConkey to approve a policy change in the non-resident card fee to be reduced from \$80/person per year to \$45/person per year starting December 1, 2022. The district will continue to offer the temporary card to visitors to the district for 16 weeks or less per year at a rate of \$20 per household with a \$5 service fee. The \$20 will be refunded when they leave, as long as all materials have been returned and there are no outstanding charges for lost or damaged materials.

Discussion: There was discussion about the rate for those people living near Curtis being too high still, led by Manager Blanchard. Several options were shared by the board and Director Waskin to help people in those areas with financial difficulties to offer a payment plan, or to use donations to cover the cost. After more discussion, it appeared that the people wanting cards from Curtis mostly have cards at other libraries but prefer to use Curtis. It was decided that if they wanted to use SDL resources, they would need to pay for them, since it was a choice that they were not using their home library.

Motion Passed Unanimously

**Trustees' Comments:** None

**Public Comments on Other Matters:** Manager Blanchard expressed concern about the \$45 rate still being too high for some people in her area. She also shared that the Portage Township planned to have the library millage on the August 2023 ballot. It was not clear if they would be increasing the millage as requested by the SDL Board of Trustees at that time. The current contract will expire in June 2023, and a new contract needs to be negotiated as soon as possible, but no later than March of 2023, in order to meet budget deadlines.

**Adjournment:**

Motion made by Trustee McConkey seconded by Trustee Orr, to adjourn the meeting. Motion passed unanimously. Meeting adjourned at 7:50 p.m.

\*Next meeting will be on December 15, 2022, at 6:00pm at the Bayliss Community Library in Sault Ste. Marie. It will be preceded by a Board Dinner at 5pm, also at the Bayliss Public Library.

There will be a Policy Committee Meeting at 4pm at the Bayliss Public Library on December 15, 2022, as well.

Respectfully Submitted

*Lisa Waskin*

Lisa Waskin, District Director, Superior District Library