

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

Location: DeTour School and Public Library

Date: September 22, 2022

Call to Order:

The meeting was called to order at 6:00 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; Megan Stefanski, DeTour School and Public Library Manager; Jane French, Les Cheneaux Community Library Manager, and Angie Lane, HR and Financial Manager for SDL.

Public Comments on Agenda Items: None

Discussion/Acceptance of Agenda:

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

Discussion: None.

Motion passed unanimously.

Business Items:

Approval of Minutes from the June 23, 2022, Regular Board of Trustees Meeting

Motion for approval of the Minutes for the June 23, 2022, Regular Board of Trustees Meeting made by Trustee Roll, seconded by Trustee McConkey.

Discussion: None

Motion passed unanimously.

Financial Reports from July, August, and September 2022:

Motion by Trustee Reelitz to accept the July, August, and September 2022, Financial Reports. Seconded by Trustee Orr.

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 Revision for FY2021-2022** – Director Waskin presented the revised Budget for the FY2021-2022, to reflect the Pickford building project donations and expenditures for the fiscal year.

2. **Other Updates from the District** – State Librarian, Randy Riley, will be visiting the Mollie R. Kahl Library in Rudyard on Monday, September 26th at around 3pm. In addition, the Rudyard Area School board authorized payment of \$9,000 to replace the air compressor in the library so that they would have air conditioning. Director Waskin had communication with the Portage Township Supervisor about the Curtis Library's internet being included in the township's costs, however, after looking into the cost for Portage Township, they have decided that it would be too much of an expense for them. Therefore the Curtis Library will continue with the cooperative and SDL for e-rate discounts and with negotiating for their costs. SLC tech Gordon Tellefson will look into getting them greater bandwidth. The district also purchased new computers for four of the libraries most in need of updated equipment – Bayliss, Brevort Township, Engadine, and Pickford.
3. **Pickford Community Library Update** – the library is now open for business, and finishing touches are being put on the Community Room. Shelving is due to arrive next week. The volunteers have moved all of the materials we are keeping from the old building, and they will be totally out of there by the end of September. A date needs to be scheduled for the Grand Opening and dedication of the new building soon.
4. **Superiorland Library Cooperative Board Member** – Trustee Tim McConkey has indicated that he would like to step down as the SDL representative to the Superiorland Library Cooperative Board. Trustee Daryl Orr has indicated that he would be willing to accept the position for the next year.
5. **Upcoming Library Conferences** – Staff from five libraries will be attending the UPRLC Conference in Marquette on September 29th and 30th. This is the first in-person conference we have had in three years. Director Waskin, along with library managers Jane French, Meredith Sommers, Megan Stefanski, and Shelby Thomas will be attending this year's MLA Conference in Port Huron on October 18th – 21st, also in-person. This is a great opportunity for some of our newer managers to make connections with other librarians around the state, as well as learn about a whole variety of library topics from experts.

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.

E. **Communications:** None

Action Items:

Unfinished Business:

None

New Business:

Discussion/Approval of Revised Budget for FY2021-2022– A motion was made by Trustee Roll, and seconded by Trustee Orr to approve the revised budget as presented for FY2021-2022.

Discussion: None

Motion passed unanimously

Discussion/Approval of Daryl Orr as the Superiorland Library Cooperative Board member – A motion was made by Trustee Roll and seconded by Trustee McConkey to approve Trustee Daryl Orr as the new Superiorland Library Cooperative Board member for SDL.

Discussion: None

Motions Passed Unanimously

Trustees' Comments: Trustee Reelitz expressed concern over the recent book challenges in other areas of the state and country.

Public Comments on Other Matters: None

Adjournment:

Motion made by Trustee Roll, seconded by Trustee Reelitz, to adjourn the meeting. Motion passed unanimously. Meeting adjourned at 6:53 p.m.

*Next meeting will be on October 27, 2022, at the Les Cheneaux Community Library in Cedarville, Michigan

Respectfully Submitted

Lisa Waskin

Lisa Waskin, District Director, Superior District Library

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

Location: Pickford Community Library

Date: November 17, 2022

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 30th 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 15th or January 26th were discussed. It was decided that that dinner would be held on December 15th 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

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

Location: Bayliss Public Library

Date: December 20, 2022

Call to Order:

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

Roll Call:

Present: Board President Karen McClenny, Vice-President Sheila Bergdoll, Treasurer Cris Roll, Secretary Tim McConkey, and Trustee Daryl Orr. Trustee Jan Reelits was absent, excused. Also present: Lisa Waskin, SDL Director; Suzette Olson, HR and Financial Manager for SDL; Angie Lane, outgoing 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 Roll, seconded by Trustee McConkey.

Discussion: None.

Motion passed unanimously.

Business Items:

Approval of Minutes from the November 17, 2022, Regular Board of Trustees Meeting

Motion for approval of the Minutes for the November 17, 2022, Regular Board of Trustees Meeting made by Trustee Orr, seconded by Trustee Bergdoll.

Discussion: None

Motion passed unanimously.

Financial Reports from December 2022:

Motion by Trustee Roll to accept the December 2022, Financial Reports. Seconded by Trustee Bergdoll.

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. **Pickford Community Library Update** – Director Waskin shared the information on the current status of the building project, including the Grand Opening date set for Saturday, January 14, 2023. State Librarian, Randy Riley, will be coming up from Lansing and do the ribbon cutting, as well as

Superiorland Library Cooperative Director, Dillon Geshel. Finishing touches are being made to the shelving, with Jim Bolton making them by hand. The donor signage has been shipped and should arrive any day, and the donor tree will be made by hand out of wood with the donor leaves being ordered from a company. The cost will be significantly lower than if the library had the tree done by a company.

2. **Boiler for Bayliss** – The second boiler for Bayliss has finally stopped working and cannot be repaired. The estimate for a new, energy efficient boiler from Albert's Heating and Cooling, Inc. is \$17,734.
 3. **Audit Report Update** – Director Waskin reported that after she had told the representative from Anderson/Tackman, Ken Talsma, that the report was unacceptable, he came in and did a review of the books. He will be reporting to the Board and the January board meeting.
 4. **Salary Increases** – Director Waskin presented the updated salary range for the board's approval. The minimum wage is set to be raised to \$10.10 in January, and possibly to \$13.03 in February, based on a recent court ruling. The state has filed an appeal, which will hopefully be decided before February. The current salary increase is based on the \$10.10 minimum salary. If needed, Director Waskin will adjust the salaries if it increases to \$13.03 in February.
 5. **Raise Date for District** – Director Waskin reported that when the library was Bayliss, the fiscal year began on January 1st, so raises have traditionally been given on that date. When the library became part of the SDL, the fiscal year changed to July 1st, but the raises were still happening on January 1st. Director Waskin stated that having the different dates added work to both her and the Financial Manager in calculating salaries for the budget and in switching over mid-year. She would like to have the raises line up with the fiscal year moving forward, so recommends slightly higher raises for this January that would continue until July 2024.
 6. **Trustee Appointments** – Both Tim McConkey and Jan Reclitz 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 15th or January 26th were discussed. It was decided that that dinner would be held on December 15th 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:** 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 stated that she was glad to be back in person after being gone for medical reasons for the past few months. She also asked Board Members to look over the board meeting dates and locations for 2023.
- D. **Committee Reports:**
1. **Policy Committee** – The policy committee, made up of Sheila Bergdoll, Daryl Orr, Meredith Sommers, Jane French, and Director Waskin, met to discuss the plan for updating the policy moving forward. Since there were no urgent issues, it was

decided that they would just start at the beginning and move forward. The committee will meet monthly before the board meeting.

E. **Communications:** None

Action Items:

Unfinished Business:

None

New Business:

Discussion/Approval of Salaries for 2023-- A motion was made by Trustee McConkey and seconded by Trustee Roll to approve the salaries for the upcoming year through June 30, 2024.

Discussion: None

Motion passed unanimously

Discussion/Approval of the removal of Angela Lane as an authorized agent for the bank accounts and the addition of Suzette Olson as an authorized agent for the Superior District Library and other district bank accounts – Motion was made by Trustee Bergdoll and seconded by Trustee Orr.

Discussion: None

Motion Passed Unanimously

Discussion/Approval of the removal of Angela Lane as a Superior District Library credit card holder and the addition of Suzette Olson as a Superior District Library credit card holder – motion made by Trustee McConkey and seconded by Trustee Roll.

Discussion: None

Motion Passed Unanimously

Discussion/Approval of Changing the Date of Salary Increases from January 1st of each year, to July 1st of each year, commencing on July 1, 2024 – A motion was made by Trustee Bergdoll and seconded by Trustee McConkey to approve changing the date of salary increases from January 1st to July 1st of each year, starting in July 2024.

Discussion: None

Motion Passed Unanimously

Discussion/Approval of Changing the Paid Time Off for Employees to their Hire Date Anniversary – A motion was made by Trustee Orr to approve changing the PTO from July 1st to the anniversary of each employee's hire date. Motion seconded by Trustee Roll.

Discussion: None

Motion Passed Unanimously

Discussion/Approval of the New Boiler for Bayliss Public Library at the Quoted Price of \$17,734 from Albert's Heating and Cooling, Inc. – The motion to approve the replacement of the second boiler at Bayliss Public Library was made by Trustee Roll and seconded by Trustee Orr.

Discussion: None

Motion Passed Unanimously

Trustees' Comments: Trustee McConkey thanked Director Waskin for the Board Appreciation dinner she had prepared.

Public Comments on Other Matters: Manager French shared information on some repairs to the heating for Les Cheneaux Community Library. She also stated that they had run out of propane and that Autore's monitoring did not seem to be working.

Adjournment:

Motion made by Trustee McConkey seconded by Trustee Bergdoll, to adjourn the meeting. Motion passed unanimously. Meeting adjourned at 6:50 p.m.

*Next meeting will be on January 26, 2023, at 6:00pm at the Bayliss Community Library in Sault Ste. Marie.

There will be a Policy Committee Meeting at 4:30pm at the Bayliss Public Library on January 26, 2023, as well.

Respectfully Submitted

Lisa Waskin

Lisa Waskin, District Director, Superior District Library

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

Location: Bayliss Public Library

Date: January 26, 2023

Call to Order:

The meeting was called to order at 6:00 p.m. by Board Vice- President, Sheila Bergdoll.

Roll Call:

Present: Vice-President Sheila Bergdoll, Treasurer Cris Roll, Secretary Tim McConkey, and Trustee Daryl Orr. Board President Karen McClenny and Trustee Jan Reelitz were absent, excused. Also present: Lisa Waskin, SDL Director; Suzette Olson, HR and Financial Manager for SDL; Ken Halsma, Anderson/Tackman Auditor; 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 Roll.

Discussion: None.

Motion passed unanimously.

Business Items:

Approval of Minutes from the December 20, 2022, Regular Board of Trustees Meeting

Motion for approval of the Minutes for the December 20, 2022, Regular Board of Trustees Meeting made by Trustee Bergdoll, seconded by Trustee Orr.

Discussion: None

Motion passed unanimously.

Financial Reports from January 2023:

Motion by Trustee McConkey to accept the January 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 Roll to approve payment of the bills as presented.

Discussion: None

Motion passed unanimously

Audit Report Presentation by Ken Halsma from Anderson, Tackman Inc. — a clean audit was reported by Ken, with a year-end surplus of just over \$100,000. The District budget is in good shape, and the MERS Retirement fund is still well overfunded at this time. He listed no concerns with the operations or financial state of the library funds or operations.

Information Items:

A. Library Director's Report:

1. **Grand Opening for the Pickford Community Library** – Director Waskin shared about the Grand Opening event on Saturday, January 14, 2023. State Librarian, Randy Riley, attended and performed the ribbon cutting, as well as Superiorland Library Cooperative Director, Dillon Geshel. The event was well attended, donor signs arrived in time and were put up by Cathie Chenoweth, cake and snacks were provided, as well as games for the kids. The event was well attended, and the best part was surprising Jim and Melanie Bolton with the Community Room Dedication in their honor.
2. **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.
3. **Discussion of Slate of Officers for 2023** – Director Waskin had consulted with Board President, Karen McClenny, regarding the Slate of Officers for the upcoming year that will be voted on at the February meeting. President McClenny stated that she would be willing and happy to continue as President for the year. At the meeting, Director Waskin asked the current officers if they would like to continue in their current rolls, and if there was anyone else who was interested in serving as an officer. All current officers would like to remain in their current seats, and no one else on the board was interested in running for any of the seats at this time.
4. **Committee Appointments** – All Trustees indicated that they are happy on their current committees, so no changes are needed at this time.

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:** None

D. Committee Reports:

1. **Policy Committee** – The Policy Committee, made up of Trustee Bergdoll, Trustee Orr, Bayliss Manager Sommers, Les Cheneaux Manager French, and Director Waskin, met at Bayliss prior to the Board meeting on January 26th to discuss the Circulation Policy, the End of Employment Policy, and the Exempt Status Policy. Director Waskin also asked HR Manager Olson, to attend since they would be discussing personnel issues at the meeting. The committee recommended making all SDL Libraries fine free permanently. The committee also recommended certain changes to the exempt status and the End of Employment policy. (see meeting notes attached – courtesy of Manager French)
2. **Contract Review Committee** – The Contract Review Committee, which includes Trustee McConkey, Trustee Roll, and Director Waskin, met on Wednesday, January 25th to review the Curtis Public Library Contract and the Insurance Policy Revision regarding the Dental Plan. Director Waskin will draft a revised Proposed Contract, based on one that was proposed back in 2019, but that was not approved by Portage Township at that time. She will also try to connect with Portage Township Supervisor, Don Reed, again to discuss setting a committee meeting between the SDL committee members, and the Portage Township committee members. Director Waskin also shared that there was a mistake in the insurance dental plan, and that they had not included the orthodontia care that the board had approved the previous

year. When the documents for that arrived, Director Waskin discovered that the Elective Abortion option had been changed from Yes to No at some point, without her knowledge or board approval. She was able to get the corrected documents from our agent at NIS, Rick Labian, and fix the situation. She would like to have board approval noted in the minutes of the meeting in case there is any question about this in the future.

- E. **Communications:** Manager Hyde at the Pickford Community Library received an email from a patron who requested that he child be banned from checking out any books dealing with LGBTQ matters, and if we could not, then she would like her card to be canceled. Through a series of emails between both the patron and Manager Hyde and Director Waskin, it was finally decided that the child's card would be canceled, and there would be a note placed on the mother's card which prohibited her daughter from checking out items on her card. The patron seemed satisfied with this outcome.

Action Items:

Unfinished Business:

None

New Business:

Discussion/Approval of Audit Report for FY2021-2022– A motion was made by Trustee Orr and seconded by Trustee McConkey to approve the Audit Report for FY2021-2022.

Discussion: None

Motion passed unanimously

Discussion/Approval of the Insurance Policy Change Regarding Woman's Reproductive Health Procedures – Motion was made by Trustee Roll and seconded by Trustee Orr.

Discussion: None

Motion Passed Unanimously

Discussion/Approval of the Insurance Policy Correction to Orthodontic Care– motion made by Trustee Roll and seconded by Trustee McConkey.

Discussion: None

Motion Passed Unanimously

Discussion/Approval of Circulation Policy Changes – Matter is to be tabled until the February 23, 2023, Regular Board Meeting

Discussion/Approval of the End of Employment Policy Changes – Matter to be tabled until the February 23, 2023, Regular Board Meeting.

Discussion/Approval of the Update to the Exempt Status Employee Policy – The motion to approve the Update to the Exempt Status Employee Policy was made by Trustee Orr and seconded by Trustee McConkey.

Discussion: None

Motion Passed Unanimously

Trustees' Comments: Trustee Orr shared that he will be attending the Superiorland Library Cooperative Board meeting in March.

Public Comments on Other Matters: Manager French shared that the Les Cheneaux Community Library had appeared in a nice, color article, in the St. Ignace News for one of their collection displays.

Adjournment:

Motion made by Trustee Roll seconded by Trustee Orr, to adjourn the meeting. Motion passed unanimously. Meeting adjourned at 6:55 p.m.

*Next meeting will be on February 23, 2023, at 6:00pm at the Bayliss Community Library in Sault Ste. Marie.

There will be a Policy Committee Meeting at 4:30pm at the Bayliss Public Library on February 23, 2023, as well.

Respectfully Submitted

Lisa Waskin

Lisa Waskin, District Director, Superior District Library

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

Location: Bayliss Public Library

Date: March 2, 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, Vice-President Sheila Bergdoll, Treasurer Cris Roll, Secretary Tim McConkey, and Trustee Daryl Orr. Trustee Jan Reelitz was absent, excused. Also present: Lisa Waskin, SDL Director; and Suzette Olson, HR and Financial Manager for SDL.

Public Comments on Agenda Items: Agenda revision to add items 10 and 11 to New Business. Item 10 to be: Discussion and Approval for board dates and times and Item 11 to be: MERS percentage adjustment.

Discussion/Acceptance of Agenda:

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

Discussion: None.

Motion passed unanimously.

Business Items:

Approval of Minutes from the January 26, 2023, Regular Board of Trustees Meeting

Motion for approval of the Minutes for the January 26, 2023, Regular Board of Trustees Meeting made by Trustee Orr, seconded by Trustee Roll

Discussion: None

Motion passed unanimously.

Financial Reports from January 2023:

Motion by Trustee Roll to accept the January 2023, Financial Reports. Seconded by Trustee McConkey.

Discussion: None

Motion passed unanimously.

Payment of Bills:

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

Discussion: None

Motion passed unanimously.

Information Items:

A. Library Director's Report:

1. **Change Authorized Names on Petty Cash Account at Central Savings –**
Director Waskin shared that the petty cash account still had former manager, Pam Flood, and former HR/Financial Manager, Angie Lane, listed as signers. The

Board will need to vote to approve the change to Suzette Olson and Meredith Sommers on the account.

2. **District Library Happenings** – currently there is not much to report from the libraries.
 3. **Staff Mental Health Day** – Director Waskin is recommending an All-Staff Day to address some issues in the staff with stress, burnout, and anxiety related to Covid, recent events with a possible shooter, and just as an overall check-in and team building event.
 4. **Covid PTO** – Director Waskin recommends that Covid PTO be dropped at the end of April to align with the Federal state of emergency orders ending at that time, and to no longer give the five paid days off if an employee has Covid. They will just use standard PTO like any other illness.
 5. **MERS 3% and 5% contributions** – Suzette shared that the practice of employees who are eligible for MERS starting out at 3% and then switching to 5% once they reach \$4,200 in salary is a bookkeeping headache. Director Waskin communicated with the MERS agent as to why this was the policy, and learned that this had been set up back in 1946. Because salaries have obviously gone up since then, Director Waskin asked the board to please change the policy to just a straight 5% contribution to MERS from date of hire.
 6. **MERS Matching** – Director Waskin would like to investigate an employer matching donation to employees who are eligible for MERS with the Contract Review Committee.
 7. **Budget Revision for Adult Programs** – Suzette discovered that the budget for the Adult Programs had been overspent by the previous Adult Programming staff member, leaving the new hire without any program budget for the remainder of the fiscal year. Director Waskin revised the budget to cover the overspent budget and also have adequate funding for Adult Programs for the remainder of the fiscal year.
 8. **Board Meeting Dates** – Director Waskin asked the Board if they would like to change the day and/or time of the board meetings since there seemed to be a good response by the board at the rescheduling of the February meeting to an afternoon time slot, versus the usual evening meetings.
- 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:**
1. Presentation of Slate of Officers for 2023-2024
 2. Trustee Committee Assignments for 2023-2024
- D. **Committee Reports:**
1. **Policy Committee** – The Policy Committee, made up of Trustee Bergdoll, Trustee Orr, Bayliss Manager Sommers, Les Cheneaux Manager French, and Director Waskin, met on Zoom at 3:15pm on February 28th to discuss the Circulation Policy, Children's Services Policy, Collection Development Policy, Pickford Community Room Policy, Personnel Policy, and the End of Employment Policy. The committee is still waiting to hear back from the Library Law Attorney at the Library of Michigan regarding the Exempt Status Policy and who can be considered exempt.

2. Contract Review Committee – The Contract Review Committee, which includes Trustee McConkey, Trustee Roll, and Director Waskin, attended a Zoom meeting with attorney Anne Seurnyck, along with Board President Karen McClenny, on Wednesday, February 15th to discuss the Curtis Public Library Contract and the options for renegotiating, shortening the library hours, or ending the contract. Attorney Seurnyck recommended that the Board end the contract with Portage Township for Library Services at the Curtis Library, citing that there had been several years of monetary loss to the district by having to subsidize the Curtis Library's budget because of insufficient funding from Portage Township and the increased costs of operating the Curtis Public Library. She felt that the library district has a fiduciary responsibility to the residents of the SDL that was not being met by having to make up the shortfall for operation of the Curtis Public Library by taking money from the other libraries in the district. Attempts to increase the amount and/or increase the millage over the past eight years have repeatedly been refused. This past year the Township finally agreed to increase the amount they paid to the district to \$36,000, but this would still fall short of the amount needed to run the library without subsidizing the budget. Manager Linda Blanchard had also shared that the Portage Township had not voted to increase the millage for the upcoming year at their board meeting on February 14th, but instead had voted to keep it at the same rate of 0.5 mil and to pay the SDL the \$36,000. The Portage Township Board did not respond to the contract proposal submitted by Director Waskin or informed them of the millage renewal rate of 0.5 mil that was voted in on February 14th. Therefore, the committee recommended that to the Superior District Library Board that they not renegotiate a contract with Portage Township for library services.

2. Communications: Director Waskin communicated with Attorney Michael Blum of Foster & Swift regarding personnel matters related to the Portage Township contract and the Curtis Public Library staff. Director Waskin shared information from that conversation with the Board. Director Waskin also had a phone call from Portage Township Supervisor, Don Reed, where he confirmed that the Portage Township Board would not be going for an increase in the millage rate and that he did not feel that the library needed the additional funds in order to operate.

Action Items:

Unfinished Business:

None

New Business:

Discussion/Approval of Removing Pam Flood and Angie Lane from the Petty Cash Account at Central Savings and Adding Meredith Sommers and Suzette Olson to the Petty Cash Account at Central Savings— A motion was made by Trustee Roll and seconded by Trustee Bergdoll to remove Pam Flood and Angie Lane from the Petty Cash Account at Central Savings and add Meredith Sommers and Suzette Olson to said account.

Discussion: None

Motion passed unanimously.

Discussion/Approval of the Board Slate of Officers for 2023-2024 – Motion was made by Trustee McConkey and seconded by Trustee Orr.

Discussion: None

Motion Passed Unanimously

Discussion/Approval of the Decision whether to Negotiate a New Contract with Portage Township for Library Service at the Curtis Public Library or to Not Negotiate a New Contract for Library Services at the Curtis Public Library– motion made by Trustee Roll and seconded by Trustee McConkey that Superior District Library will not pursue a contract renewal with Portage Township for Library Services at the Curtis Public Library.

Discussion: None

Motion Passed by Roll Call Vote – 5 Ayes: 0 Nays (Cris Roll – aye, Tim McConkey – aye, Daryl Orr – aye, Sheila Bergdoll – aye, Karen McClenny – aye)

Discussion/Approval of Exempt Status for Employees Policy – Matter is to be tabled until the March 23, 2023, Regular Board Meeting

Discussion/Approval of the End of Employment Policy Changes – A motion was made by Trustee Orr and seconded by Trustee Bergdoll to approve the End of Employment Policy as revised.

Discussion: None

Motion Passed Unanimously

Discussion/Approval of the Circulation Policy – The motion to approve the Circulation Policy was made by Trustee McConkey and seconded by Trustee Bergdoll.

Discussion: None

Motion Passed Unanimously

Discussion/Approval of the Children's Room Policy – Motion made by Trustee Orr to approve the Children's Room Policy revision. Motion seconded by Trustee Roll.

Discussion: None

Motion Passed Unanimously

Discussion/Approval of the Collection Development Policy – A motion was made by Trustee McConkey and seconded by Trustee Orr to approve the updates to the Collection Development Policy as presented.

Discussion: None

Motion Passed Unanimously

Discussion/Approval of the Pickford Community Library Meeting Room Policy and Application – The motion to approve the Pickford Community Library Meeting Room Policy and Application was made by Trustee Bergdoll and seconded by Trustee Orr.

Discussion: None

Motion Passed Unanimously

Discussion/Approval of the Board Meeting Time and Date Change – A decision was made to table the vote on the day and time change for SDL Board Meetings until the March 23rd board meeting so that Director Waskin could make sure that the fourth Monday of the month at 3pm would work for all of the libraries' schedules.

Discussion/Approval of Adjusting the MERS Contribution Percentage to 5% Starting March 2, 2023 – Motion was made by Trustee Orr and seconded by Trustee McConkey to adjust the MERS employee contribution to 5% effective immediately.

Discussion: None

Motion Passed Unanimously

Trustees' Comments: Trustee Bergdoll shared that she will be absent from the March Board Meeting.

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 7:30 p.m.

*Next meeting will be on March 23, 2023, at 6:00pm at the Pickford Community Library located in Pickford.

There will be a Policy Committee Meeting at 4:30pm at the Pickford Community Library on March 23rd as well.

Respectfully Submitted

Lisa Waskin

Lisa Waskin, District Director, Superior District Library

**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

**SUPERIOR DISTRICT LIBRARY
BOARD OF TRUSTEES SPECIAL BOARD MEETIN**

Location: Bayliss Public Library

Date: April 12, 2023

I. Call to Order:

The meeting was called to order at 3:30 p.m. by Board President, Karen McClenny.

II. Roll Call:

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

III. Public Comments on Agenda Items: None

IV. Discussion/Acceptance of Agenda:

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

Discussion: None.

Motion passed unanimously.

V. Action Items:

A. Unfinished Business - None

B. New Business:

1. **Discussion/Approval of Removing Shelby Thomas from all Drummond Island Library Bank Accounts and Adding Debbie Baareman to all Drummond Island Bank Accounts**—A motion was made by Trustee Orr to Remove Shelby Thomas from all Drummond Island Library bank accounts and add Debbie Baareman to all Drummond Island Library bank accounts. Motion was seconded by Trustee Bergdoll.

Discussion: None

Motion Passed Unanimously

Trustees' Comments: None

Public Comments on Other Matters: None

Adjournment:

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

Motion passed unanimously. Meeting adjourned at 3:37p.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

Information Items:

A. Library Director's Report:

1. District Library Happenings --
2. Bayliss Building Updates -
3. LSTA Cooperative Grant Application -
4. Upcoming Events and Programs -

B. Treasurer's Report: None

C. Board President Comments: None

D. Committee Reports:

1. Policy Committee – The Policy Committee, made up of Trustee Bergdoll, Trustee Orr, Bayliss Manager Sommers, Les Cheneaux Manager French, and Director Waskin, met at 1:30pm at the Mollie R. Kahl Community Library to discuss the Financial Policy, the Patron Behavior Policy, and the Display Policy. These will be presented at the May Board meeting for approval by the Board.

E. Communications – Trustee Orr shared an email from Superiorland Library Cooperative Director, Dillon Geshel, stating that the cooperative would no longer be able to reimburse SLC Board members for travel, meals and lodging when coming over for meetings. He also shared that they would be looking at the schedule of voting vs. non-voting board members with the new revision to the bylaws and the creation of board member regions for selection of board members.

Action Items:

Unfinished Business:

None

New Business:

None

Trustees' Comments: Trustee Reelitz was updated on the board's decision at the March meeting to not negotiate a new contract with Portage Township after their rejection of the contract proposed by SDL, and no alternative contract being proposed by them to address the funding issues.

Public Comments on Other Matters: None

Adjournment:

Motion made by Trustee Orr seconded by Trustee McConkey, to adjourn the meeting. Motion passed unanimously. Meeting adjourned at 4:02 p.m.

*Next meeting will be on Wednesday, May 17, 2023, at 3:00pm at the Les Cheneaux Community Library in Cedarville.

There will be a Policy Committee Meeting at 1:30pm prior to the board meeting.

Respectfully Submitted

Lisa Waskin

Lisa Waskin, District Director, Superior District Library

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

Location: Mollie R. Kahl Community Library

Date: April 24, 2023

Call to Order:

The meeting was called to order at 3:06 p.m. by Board President, Karen McClenny.

Roll Call:

Present: President Karen McClenny, Vice-President Sheila Bergdoll, Secretary Tim McConkey, Trustee Daryl Orr, and Trustee Jan Reelitz. Treasurer Cris Roll was 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: Agenda revision to correct the Approval of the Minutes to read March 23rd instead of March 2nd, and to include Minutes from April 12 Special Board Meeting. Also to correct the Financial Reports to read March instead of February.

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 March 23, 2023, Regular Board of Trustees Meeting and the April 12, 2023, Special Board Meeting

Motion for approval of the Minutes for the March 23, 2023, Regular Board of Trustees Meeting and the April 12, 2023, Special Board Meeting made by Trustee McConkey and seconded by Trustee Orr.

Discussion: Correction made to the March 23, 2023, minutes to read Regular Board Meeting instead of Special Board Meeting.

Motion passed unanimously.

Financial Reports from March 2023:

Motion by Trustee McConkey to accept the March 2023, Financial Reports. Seconded by Trustee Reelitz.

Discussion: None

Motion passed unanimously.

Payment of Bills:

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

Discussion: None

Motion passed unanimously.

Discussion/Approval of Non-resident card purchases no longer being made at the Curtis Public Library for SDL Services. All cards must be purchased at one of the other eight Superior District Library locations effective May 5, 2023 – As of May 5, 2023, non-resident cards may no longer be purchased through the Curtis Public Library, and must be purchased at any of the other eight Superior District Library locations, including Bayliss Public Library, Brevort Township Community Library, Engadine Library, Mollie R. Kahl Community Library, Pickford Community Library, Les Cheneaux Community Library, DeTour School and Public Library, and the Drummond Island Public Library. Motion was made by Trustee Reelitz and seconded by Trustee Roll.

Discussion: None

Motion passed unanimously.

Discussion/Approval of an end date for all interlibrary loan requests for materials from other libraries and a return date for all materials checked out to Portage Township residents from other libraries – A motion was made by Trustee Roll and seconded by Trustee McConkey that the Curtis Public Library, or any staff member or other representative of the Curtis Public Library, may not request books through interlibrary loan from any other libraries effective May 5, 2023. Additionally, all books from all other libraries in both the district, Superiorland Library Cooperative, State of Michigan, or outside sources, must be returned to those libraries prior to June 30, 2023. Any costs associated with outstanding materials not returned prior to June 30, 2023, become the responsibility of Portage Township.

Discussion: None

Motion passed unanimously.

Trustees' Comments: None

Public Comments on Other Matters: None

Adjournment:

Motion made by Trustee McConkey, seconded by Trustee Reelitz, to adjourn the meeting. Motion passed unanimously. Meeting adjourned at 1:58 p.m.

*Next meeting will be on Wednesday, May 17, 2023, at 3:00pm at the Les Cheneaux Community Library in Cedarville.

There will be a Policy Committee Meeting at 1:30pm prior to the board meeting.

Respectfully Submitted

Lisa Waskin

Lisa Waskin, District Director, Superior District Library

Discussion/Approval of a transfer of funds currently in the State Savings Bank for the Curtis Public Library to the Branch Library Money Market Account at the Central Savings Bank – A motion was made by Trustee McConkey and seconded by Trustee Roll to transfer \$33,000 of the current funds held in the State Savings Bank (Acct. # 330625) for the Curtis Public Library to the Superior District Library Branch Money Market Account at Central Savings Bank for the purpose of paying bills for the Curtis Public Library, effective May 5, 2023.

Discussion: The board discussed the amount that needed to be transferred to cover payment of the bills for the Curtis Public Library and decided to transfer \$33,000 at this time to pay bills. Motion passed unanimously.

Discussion/Approval of the voiding of the checks currently in the possession of Linda Blanchard and the Curtis Public Library Staff – a motion was made to void the physical checks currently in the possession of Linda Blanchard and the Curtis Public Library staff by Trustee McConkey. Motion was seconded by Orr. The last check that has cleared is #2716. Any checks written on or before May 5, 2023, should be paid out of the account at the State Savings Bank.

Discussion: None

Motion passed unanimously.

Discussion/Approval of Ceasing Purchases for the Curtis Public Library for all non-essential items, ie. Books, Materials, Supplies, Program costs for events falling after June 30, 2023, and any other items not related to basic services effective May 5, 2023 – a motion was made by Trustee Reelitz and seconded by Trustee Roll stating that Linda Blanchard, or any other Curtis Public Library staff or representative including Township personnel, may not order any supplies, materials, program costs, etc. for the Curtis Public Library effective May 5, 2023.

Discussion: The board defined essential vs. non-essential bills.

Motion passed unanimously.

Discussion/Approval of all expenses for the operation of the Curtis Public Library requiring authorization by the Superior District Library Director, and all expenses will be paid through the Superior District Library main office effective May 5, 2023 – A motion was made by Trustee Roll and seconded by Trustee McConkey that all payments for the Curtis Public Library operations must be authorized by SDL Director Waskin, and paid by Financial Manager Suzette Olson, effective beginning May 5, 2023.

Discussion: None

Motion passed unanimously.

Discussion/Approval of authorizing the shut off of internet, circulation, building liability insurance, movie licensing, and any other contracted services for the Curtis Public Library at 5:00pm on June 30, 2023 - A motion was made by Trustee Orr to authorize the cancellation of internet, circulation, building liability insurance, movie licensing, online databases, interlibrary loan privileges, and any other contracted services for the Curtis Public Library, as an affiliate of Superior District Library, at 5:00pm on Friday, June 30, 2023. Motion was seconded by Trustee McConkey.

Discussion: None

Motion passed unanimously.

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

Location: Bayliss Public Library

Date: May 5, 2023.

Call to Order:

The meeting was called to order at 1:00 p.m. by Board President, Karen McClenny.

Roll Call:

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

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.

Action Items:

Unfinished Business:

None

New Business:

Discussion/Approval of Linda Blanchard and Claudia Slater being removed as signers from the State Savings Bank account for Curtis Public Library, effective May 5, 2023, and the addition of Trustee Patrick Timothy McConkey as a signer on the account. Director Lisa Waskin will remain as a signer on the account as well. – A motion was made by Trustee Roll and seconded by Trustee Orr to approve removing Linda Blanchard and Claudia Slater as signers on the State Savings Bank account for Curtis Public Library, effective May 5, 2023, and to approve adding Patrick Timothy McConkey as a signer on the account. Director Lisa Waskin will remain as a signer on the account

Discussion: The board discussed who should be added to the account and approved the addition of Trustee McConkey as a signer on the account.

Motion passed unanimously

Discussion/Approval of the State Savings Bank debit card for Linda Blanchard for the Curtis Public Library being revoked effective May 5, 2023 – a motion was made by Trustee Reelitz to cancel the debit card in Linda Blanchard's name at the State Savings Bank and remove all banking privileges on said account for Linda Blanchard effective May 5, 2023. The motion was seconded by Trustee Roll. Any charges made prior to and including May 5, 2023, should be paid from the account at State Savings Bank.

Discussion: None

Motion passed unanimously.

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

Location: DeTour School and Public Library

Date: June 20, 2023

Call to Order:

The meeting was called to order at 3:00 p.m. by Board President, Karen McClenny.

Roll Call:

Present: President Karen McClenny, Vice-President Sheila Bergdoll, Secretary Tim McConkey, Trustee Daryl Orr, Trustee Jan Reelitz, and Treasurer Cris Roll Also present: Lisa Waskin, SDL Director; and Suzette Olson, HR and Financial Manager for SDL, and Debbie Baareman, Manager of the Drummond Island Public Library.

Public Comments on Agenda Items: None

Discussion/Acceptance of Agenda:

Motion for approval of the agenda made by Trustee Bergdoll, seconded by Trustee Orr.

Discussion: None.

Motion passed unanimously.

Business Items:

Approval of Minutes from the May 17, 2023, Regular Board of Trustees Meeting:

Motion for approval of the Minutes for the May 17, 2023, Regular Board of Trustees Meeting made by Trustee Roll and seconded by Trustee McConkey.

Discussion: None

Motion passed unanimously.

Financial Reports from May 2023:

Motion by Trustee Reelitz to accept the May 2023, Financial Reports. Seconded by Trustee Bergdoll.

Discussion: None

Motion passed unanimously.

Payment of Bills:

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

Discussion: Director Waskin pointed out that the check for RIDES Delivery was in this month's checks, but that it is a one-time annual payment for the whole year for all five libraries that have delivery services. Trustee Orr stated that he appreciated the notes on the bills that were not usual monthly payments to explain the costs.

Information Items:

A. Library Director's Report:

1. **Proposed Budget for FY2023-2024** – Director Waskin presented the budget for the upcoming fiscal year, which was just reviewed during the Budget Hearing, immediately preceding the regular board meeting.
2. **Resolution to Appoint Trustee Daryl Orr as a Voting Member of the SLC Board Effective June 20, 2023** – due to recent resignations on the Superiorland Library Cooperative Board, SLC Director Dillon Geshel had asked Trustee Orr if

he would be willing to fill in the remaining term left by one of the exiting board members, effective immediately upon the passage of the resolution by the SDL Board. Trustee Orr has agreed to fill the seat on the SLC board, starting immediately.

3. **Update on Drummond Island Library Addition Project** – Director Waskin attended the Drummond Island Township Meeting on June 6th to discuss plans for an addition for the library with the Township Board and members of the community. Overall, the reaction was positive, but there were reservations by the residents about building the addition out of repurposed shipping container. The fund balance currently available for the project is \$140,000.
 4. **Curtis Library Bank Account Closure** – As part of the ending of the contract for service with the Curtis Library and Portage Township, it is recommended by the attorney that the account at the State Bank in Curtis be closed, and the money be transferred to the Branch Account at Central Savings Bank in order to pay out any remaining bills and severance pay for the library and staff. The board will review what to do with any remaining funds or expenses after all expenses have been paid.
 5. **Trustee Training Opportunities** – On Wednesday, September 13th, Library Law Attorney Clare Membiela will be holding a Trustee Training workshop at the Bayliss Library from 3pm-5pm
 6. **Request to Close Libraries for Staff Training**
- B. **Treasurer's Report:** Treasurer Roll shared that she had looked over the bills and signed the monthly checks.
 - C. **Board President Comments:** President McClenny thanked Debbie Baareman for hosting the board meeting.
 - D. **Committee Reports:** None
 - E. **Communications** – President McClenny shared that several people had told her how much they loved the magician program at the library. President McClenny also shared that she had received an email from Portage Township Supervisor, Don Reed, that was disrespectful and threatening regarding the library's bank account funds and demanding that SDL return the funds to the library. She replied that once the bills for the year had been paid, the board would review the matter. (These funds are library funds, and not township funds.)

Closed Session – Pursuant to Section 8(c) of the Open Meetings Act, to consult with our attorney regarding settlement strategy, the board of trustees will enter into closed session. Motion made by Trustee Bergdoll and seconded by Trustee Roll.

Discussion: None

Motion passed unanimously.

Return to Open Session – A motion was made by Trustee Orr to return to Open Session. Motion seconded by Trustee Roll.

Discussion: None

Motion passed unanimously.

Action Items:

Unfinished Business:

None

New Business:

Discussion/Approval of the FY2023-2024 Annual Budget for SDL – The motion to Approve the Budget for FY2023-2024 was made by Trustee Roll and seconded by Trustee Orr.

Discussion: None

Motion passed unanimously.

Discussion/Approval of the Resolution to Appoint Daryl Orr as a Voting Member for the Superiorland Library Cooperative Board as of June 20, 2023 – A motion was made by Trustee McConkey to approve the Resolution to Appoint Daryl Orr as a voting member of the Superiorland Library Cooperative Board as of June 20, 2023. The motion was seconded by Trustee Bergdoll.

Discussion: None

Motion passed unanimously.

Discussion/Approval of Closing the Curtis Library Account at the State Bank and Transferring the Remaining Funds to the Money Market Account at Central Savings Bank – A motion was made by Trustee Bergdoll and seconded by Trustee McConkey to approve the closing of the Curtis Library Account at the State Bank in Curtis, and to transfer the remaining funds to the Money Market Account at Central Savings Bank.

Discussion: None

Motion passed unanimously.

Discussion/Approval of Closing Superior District Libraries on Wednesday, September 13 and Thursday, September 14 for Staff Training – A motion was made to approve allowing the libraries to close on Wednesday, September 13 and Thursday, September 14 for staff to attend the UPRLC Conference for training by Trustee Roll. It was seconded by Trustee McConkey.

Discussion: Trustee Reelitz wanted to clarify that closure was voluntary by each library.

Director Waskin stated that they did not have to attend, but that each staff member for SDL does need to attend at least one continuing education training session per year in order to qualify for a raise, and this would meet that requirement, so staff is encouraged to attend.

Motion passed unanimously.

Discussion/Approval of the Negotiation of the Settlement Agreement and Mutual Release Between SDL and Mike Briner – A motion was made by Trustee Orr and seconded by Trustee Reelitz to approve the negotiation of the Settlement Agreement and Mutual Release between SDL and Mike Briner.

Discussion: None

Motion passed unanimously.

Trustees' Comments: None

Public Comments on Other Matters: None

Adjournment:

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

Motion passed unanimously. Meeting adjourned at 4:00 p.m.

*Next meeting will be on Monday, July 24th at 3pm at the Engadine Library

Respectfully Submitted

Lisa Waskin

Lisa Waskin, District Director, Superior District Library

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

Location: Bayliss Public Library

Date: July 27, 2023

Call to Order:

The meeting was called to order at 2:15 p.m. by Board Vice-President, Sheila Bergdoll.

Roll Call:

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

Public Comments on Agenda Items: None

Discussion/Acceptance of Agenda:

Motion for approval of the agenda made by Trustee Orr and seconded by Trustee McConkey.

Discussion: None.

Motion passed unanimously.

Information Items:

- A. Tax Levy Resolution for Superior District Library – Director Waskin presented the Tax Levy Resolution for the upcoming fiscal year so that the district can collect millage money for the operation of the district.

Action Items:

Unfinished Business:

None

New Business:

Discussion/Approval of the Tax Levy Resolution for the 2023 Tax Request – A motion was made by Trustee Orr to approve the Tax Levy Resolution for the 2023 Tax Request. Motion was seconded by Trustee Reelitz.

Discussion: None

Motion passed unanimously.

Trustees' Comments: None

Public Comments on Other Matters: None

Adjournment:

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

Motion passed unanimously. Meeting adjourned at 2:22 p.m.

*Next meeting will be on Monday, August 28 at 3pm at the DeTour School and Public Library

Respectfully Submitted

Lisa Waskin

Lisa Waskin, District Director, Superior District Library