

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

Location: Bayliss Public Library

Date: December 18, 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, Secretary Tim McConkey, Trustee Daryl Orr, Treasurer Cris Roll, and Vice-President Sheila Bergdoll. Trustee Jan Reelitz was absent, excused. Also present: Lisa Waskin, SDL Director; Suzette Olson, HR, and Financial Manager for SDL; Meredith Sommers, Bayliss Public Library Manager; Ken Talsma, auditor from Anderson-Tackman; and Linda Stoetzer, President of the Bayliss Friends of the Library.

Presentation of the FY2022-2023 Audit by Ken Talsma from Anderson-Tackman – the Superior District Library was given a clean audit report with no significant issues noted. The only area that needs to be corrected is to update the final balances in the budget prior to the audit for next year. Suzette will be working with the agent to learn how to do this prior to next year's audit. The district ended the fiscal year with a positive balance.

Public Comments on Agenda Items: None

Discussion/Acceptance of Agenda:

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

Discussion: None.

Motion passed unanimously.

Business Items:

Approval of Minutes from the November 20, 2023, Regular Board Meeting -

Motion for approval of the Minutes from the November 20, 2023, Regular Board Meeting was made by Trustee Bergdoll and seconded by Trustee Orr.

Discussion: None

Motion approved unanimously.

Financial Reports from November 2023:

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

Discussion: None

Motion passed unanimously.

Payment of Bills:

Following a review of the expenses, the motion was made by Trustee Bergdoll and 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. **University of Michigan Feasibility Study** – Director Waskin shared information that the proposal she submitted to the University of Michigan Information Studies Program to have a free feasibility study done on the costs and value of having an internal delivery driver was approved by the department. We now just must wait and see if any of the students pick it up as a project for the upcoming semester.
 2. **FY2022-2023 Audit** – Director Waskin went over the high points of the audit report again and the plan to make the corrections to balancing the overall budget for next year prior to the audit.
 3. **Millage Increase** – Director Waskin discussed the presentation that the board had from Cooperative Director, Dillon Geshel, on the various millage campaign initiatives, and that she felt the best course of action for the upcoming February ballot proposal was to put together an Information Campaign to let the community know about the upcoming proposal, and why the library feels an increase is necessary at this time, quoting statistics for library use, rising costs, the fact that the millage has actually decreased from 0.5mils to 0.4976 over the past ten years, how an increase will positively impact the library service area, and how much taxpayers can expect their taxes to go up if the millage passes. The board felt that this was also the best course of action given the abbreviated time frame before the election. President McClenny and Secretary McConkey will head up the millage campaign committee.
 4. **Old Mission Bank/4Front Credit Union** – Director Waskin and HR/Finance Manager Olson shared that with the recent merger between the former Old Mission Bank and 4Front Credit Union, some of the rules about requesting bank information have changed. For Finance Manager Olson to be able to receive information, Director Waskin now must call up the Credit Union and give permission for Manager Olson to pick up the information in a sealed envelope each month. Director Waskin would like approval from the board for Manager Olson to be able to receive information without her having to call the Credit Union each month.
 5. **Board Meeting Dates for 2024** – Director Waskin drafted a Board Meeting Schedule proposal for next year. While drafting the schedule, she noticed that the fourth Monday in May would be Memorial Day. She contacted the Manager of the Les Cheneaux Community Library, where the meeting will be held, and asked for input on a different day. Manager French agreed that Monday, May 20th would work with the library's scheduled use of the community room. Director Waskin also noted that the February election date on the 27th would fall two days after the February board meeting. She suggested changing the date of the meeting to either the 28th or 29th so that the Board could convene after the election to address anything coming from either a successful millage increase or an unsuccessful result. The board decided that Thursday, February 29th would work for them to meet at 3pm.
- B. **Treasurer's Report:** Treasurer Roll shared that she had looked over the bills and signed the monthly checks on December 15th.

- C. **Board President Comments:** President McClenny also shared that she had signed checks. She also discussed her plan for putting together the Millage Committee.
- D. **Committee Reports:** None

Action Items:

Unfinished Business:

None

New Business:

Discussion/Approval of Authorizing Suzette Olson to Request Banking Statements From 4Front Credit Union (formerly Old Mission Bank) for Any Superior District Library Account

– A motion was made by Trustee Orr to approve authorizing Suzette Olson to request and receive bank statements on all SDL Accounts currently at 4Front Credit Union, which was formerly Old Mission Bank. Trustee Bergdoll seconded the motion.

Discussion: None

Motion passed unanimously.

Discussion/Approval of the FY2022-2023 Audit Report– Motion made by Trustee Roll, seconded by Treasurer McConkey, to approve the FY2022-2023 Audit Report.

Discussion: None

Motion passed unanimously.

Discussion/Approval of the Superior District Library Board Meeting Schedule for 2024 – A motion to approve the Board Meeting Schedule for 2024 was made by Trustee McConkey and seconded by Trustee Orr.

Discussion: None

Motion passed unanimously.

Discussion/Approval of Adjusting the Board Meeting Dates for February and May for 2024

– A motion was made by Trustee Roll to change the February Board Meeting date to Thursday, February 29th at 3:00pm, and to change the May Board Meeting date to Monday, May 20th at 3:00pm. The locations of the meetings will stay the same. Motion seconded by Trustee Bergdoll.

Discussion: None

Motion passed unanimously.

Trustees' Comments: The Board thanked Director Waskin for the annual holiday meal.

Public Comments on Other Matters: None

Adjournment:

Motion made by Trustee Bergdoll and seconded by Trustee Roll to adjourn the meeting. Motion passed unanimously. The meeting was adjourned at 3:45 p.m.

*Next meeting will be on Monday, January 22nd at 3pm at the Bayliss Public Library.

Respectfully Submitted

Lisa Waskin

Lisa Waskin, District Director, Superior District Library