

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

Location: Bayliss Public Library

Date: June 23, 2022

Call to Order:

The meeting was called to order at 6:08 p.m. by Board President, Karen McClenny.

Roll Call:

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

Public Comments on Agenda Items: Director Waskin made the addition of two New Business Items for Approval – one for approval of the cabinets for the Pickford Community Library project, and the other for the purchase of computers for Bayliss and Engadine.

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 May 26, 2022, Regular Board of Trustees Meeting

Motion for approval of the Minutes for the May 26, 2022, Regular Board of Trustees Meeting made by Trustee Roll, seconded by Trustee Orr.

Discussion: None

Motion passed unanimously.

Financial Reports from May 2022:

Motion by Trustee Orr to accept the May 2022, Financial Reports. Seconded by Trustee Roll.

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 for FY2022-2023** – Director Waskin presented the Budget Proposal for the FY2022-2023, which was discussed during the Budget Hearing on June 23, 2022.

2. **Removal of Pam Flood from Bayliss Bank Accounts and the Addition of Manager Meredith Sommers** – Director Waskin advised the board that since Pam had officially retired and Meredith had stepped in, the signatures needed to be updated for all of the Bayliss Library bank accounts to remove Pam, add Meredith, and keep the Director the same.
3. **Removal of Megan Kinney, Pam Flood, and Nancy Steinhaus from the Credit Card for the library, and add Meredith Sommers and Angie Lane to the account, as well as keep Director Lisa Waskin on.** – Director Waskin stated that even though the changes had been submitted two years prior, the bank still had Nancy and Megan on the credit card and had not added Angie as requested. Now Pam was also retired, and the card needs to be updated to reflect current staff.
4. **Portage Township/SDL Library Operating Contract** – The Portage Township Supervisor sent a letter in response to the Board’s letter regarding the end of the current contract in June 2023, and the need to draft a new agreement. He also indicated that Portage Township would be giving SDL and additional \$4,000 (for a total of \$34,000) this year to cover the deficit, and increase the amount to \$36,000 total for the upcoming fiscal year. He also stated that they wish to renegotiate the contract and continue with the SDL.
5. **Pickford Community Library Update** – drywall has been 90% installed in the meeting room, and we are just waiting for the plumber’s inspection and approval before finishing up the work. Mike Marble will be coming in to complete the mudding and taping. The flooring is due to be delivered the first week of July and should begin install on July 5th. Jim received quotes from two places for the cupboards and cabinets, which will be reviewed in New Business. The school is donating shelving, and has also offered to move and install it in the new library.

B. **Treasurer’s Report:** None

C. **Board President Comments:** President McClenny stated that the July board meeting will be canceled for health reasons, since both she and Director Waskin would be unable to attend the meeting. The next meeting will be held in August at the Engadine Library.

D. **Committee Reports:** None

E. **Communications:** Director Waskin shared a letter from Pam Whiteman on her retirement from the Drummond Island Library.

Action Items:

Unfinished Business:

None

New Business:

Discussion/Approval of Budget for FY2022-2023– A motion was made by Trustee Roll, and seconded by Trustee Orr to approve the budget as presented for FY2022-2023.

Discussion: None

Motion passed unanimously

Discussion/Approval of Removing Pam Flood and Adding Meredith Sommers to all Bayliss Public Library Bank accounts as a signatory – A motion was made by Trustee Reelitz and seconded by Trustee Bergdoll to approve the removal of Pam Flood and the addition of Meredith Sommers as a signer on all Bayliss Public Library Bank accounts.

Discussion: None

Motion passed unanimously

Discussion/Approval of Removing Megan Kinney, Nancy Steinhaus, and Pam Flood from the Bayliss Library Credit card at Soo Coop, and Adding Meredith Sommers and Angela Lane to the account, as well as retaining Director Lisa Waskin – Trustee Bergdoll made the motion to remove Megan Kinney, Nancy Steinhaus, and Pam Flood from the credit card at Soo Coop, and add Meredith Sommers and Angela Lane, as well as retain Lisa Waskin on the account. The motion was seconded by Trustee Orr.

Discussion: None

Motion Passed Unanimously

Discussion/Approval of the Cabinet Quote for the New Pickford Community Library – A motion was made by Trustee Roll and seconded by Trustee Bergdoll to approve the bid from Rivers Granite for the cabinets at the new Pickford Community Library building.

Discussion: None

Motions Passed Unanimously

Discussion/Approval of the Purchase of Computers for the Bayliss Public Library and the Engadine Public Library – A motion was made by Trustee Reelitz to approve the bid from the Superiorland Library Cooperative for the purchase of nine computers (five for Bayliss and four for Engadine) for the libraries. Motion was seconded by Trustee Orr.

Discussion: None

Motion Passed Unanimously

Trustees' Comments: President McClenny thanked Shelby for hosting the meeting at the Drummond Island Library.

Public Comments on Other Matters: Manager Shelby Thomas shared the changes and improvements she had made to the library since she took over last month, and some possible projects she would be working on moving forward.

Adjournment:

Motion made by Trustee Roll, seconded by Trustee Reelitz, to adjourn the meeting. Motion passed unanimously. Meeting adjourned at 7:24 p.m.

*Next meeting will be on August 28, 2022, at the Engadine Library in Engadine, Michigan

Respectfully Submitted

Lisa Waskin

Lisa Waskin, District Director, Superior District Library