

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

Location: Les Cheneaux Community Library

Date: May 17, 2023

Call to Order:

The meeting was called to order at 3:02 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, Jane French, Manager of the Les Cheneaux Community Library, Linda Blanchard, Manager of the Curtis Public Library, and Carol Stiffler, substitute at the Curtis Public Library and Editor at the Newberry News.

Public Comments on Agenda Items: Agenda revision to add the approval of Daryl Orr to stand for election to the Superiorland Library Cooperative Board of Trustees as a voting member in Group 1.

Discussion/Acceptance of Agenda:

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

Discussion: None.

Motion passed unanimously.

Business Items:

Approval of Minutes from the April 24, 2023, Regular Board of Trustees Meeting:

Motion for approval of the Minutes for the April 24, 2023, Regular Board of Trustees Meeting made by Trustee Orr and seconded by Trustee Bergdoll.

Discussion: None

Motion passed unanimously.

Approval of the Minutes from the May 5, 2023, Special Board Meeting:

Motion made by Trustee Reelitz for the approval of the minutes from the Special Board Meeting on May 5, 2023. Seconded by Trustee McConkey.

Discussion: None

Motion passed unanimously.

Financial Reports from April 2023:

Motion by Trustee Bergdoll to accept the April 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 McConkey, seconded by Trustee Orr to approve payment of the bills as presented.

Discussion: Director Waskin pointed out that the rent check for the Les Cheneaux Community Library was included in the bills this month. President McClenny also asked about the American Glass bill. Director Waskin explained that both the emergency door and the staff entrance door at the Bayliss Public Library needed to be replaced since they were beyond repair.

Motion passed unanimously.

Information Items:

A. Library Director's Report:

1. **UPRLC Conference and Trustee Round Table – September 13-14** – Director Waskin shared that a Trustee Round Table has been added to the UPRLC Conference. It will be on Wednesday, September 13th at Bayliss Public Library and Clare Membiela from the Library of Michigan will be speaking
 2. **MLA Continuing Education Workshop – July 20** – Debbie Mikula has asked that SDL host the MLA Continuing Education Workshop on Thursday, July 20th. It will be a 2-3 hour workshop with Cooperative Director Dillon Geshel and Petoskey Library Director, Val Meyerson speaking on internal and external communication strategies for your community. We will be holding it at the Les Cheneaux Community Library
 3. **Drummond Island Library Addition Project – Meeting June 6** – Director Waskin will be attending the Drummond Island Township Meeting on June 6th with Debbie Baareman, Manager of the Drummond Island Library to discuss plans for an addition for the library.
 4. **Pickford Community Library Memorial Garden Project** – Director Waskin reported on the plans for the outdoor garden and reading area in memory of former Manager, Ann Marie Smith. The first thing that will need to be done is to erect a fence along the top of the bank leading to the stream behind the library. There is a very steep dropoff there, and patrons need to be safe before any other work can be done. Plans also include a deck with planters, and a native plant area surrounding the deck.
 5. **Preliminary FY2023-2024 Budget plan** – Director Waskin has presented a preliminary budget outline for the upcoming fiscal year. She will be meeting with the Finance Committee to finalize the budget for the Budget Hearing in June
- 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 Jane French for hosting the board meeting and for all of the delicious food
- 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 presented the Financial Policy, the Patron Behavior Policy, and the Display Policy for approval by the Board.
- E. Communications** – Director Waskin shared the Trustee Manual from the Michigan Department of Education for Michigan Library Trustees

Action Items:

Unfinished Business:

None

New Business:

Discussion/Approval of Revisions to Finance Policy – The motion to Approve the revised Finance Policy was made by Trustee Roll and seconded by Trustee Orr.

Discussion: None

Motion passed unanimously.

Discussion/Approval of Revisions to Patron Behavior Policy – A motion was made by Trustee McConkey to approve the revised Patron Behavior Policy. The motion was seconded by Trustee Bergdoll.

Discussion: None

Motion passed unanimously.

Discussion/Approval of Revisions to Display Policy – A motion was made by Trustee Reelitz and seconded by Trustee Orr to approve the Revised Display Policy.

Discussion: Trustee Reelitz asked for some clarification on what the policy covered. Director Waskin explained that it was for people outside of the library staff who wanted to put displays in the reserved areas.

Motion passed unanimously.

Discussion/Approval of Daryl Orr to Stand for Election as a Voting Member of the Superiorland Library Cooperative Board – A motion was made to Approve Daryl Orr to stand for election as a voting member to the Superiorland Library Cooperative Board by Trustee Bergdoll. It was seconded by Trustee Roll.

Discussion: Trustee Orr and Director Waskin gave an explanation as to the new voting process for the cooperative board.

Motion passed unanimously.

Trustees' Comments: Trustee Roll again thanked Jane French for hosting the meeting and for all of the great food

Public Comments on Other Matters: Curtis Public Library Manager Linda Blanchard addressed the board and asked about why the library had been removed from the SDL website, and about the money that was donated to the library from the Burns Estate in 2019. Substitute library staff member, Carol Stiffler, asked about a page missing from the online minutes from the SDL website for the March 23rd meeting. President McClenny listened to their comments and replied that she would look into their questions and get back to them with an answer soon.

Adjournment:

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

Motion passed unanimously. Meeting adjourned at 3:45 p.m.

*Budget Hearing for FY2023-2024 will be on Tuesday, June 20, 2023, at 3:00pm at the Drummond Island Library, followed by the Regular Board meeting.

Respectfully Submitted

Lisa Waskin

Lisa Waskin, District Director, Superior District Library