

**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.

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.

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