

**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

**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.

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: 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

**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

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

Location: Drummond Island Public Library

Date: June 20, 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, 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

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

Location: DeTour School and Public Library

Date: August 28, 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, Secretary Tim McConkey, Trustee Daryl Orr, Trustee Jan Reelitz, and Treasurer Cris Roll. Vice-President Sheila Bergdoll absent, excused. Also present: Lisa Waskin, SDL Director; and Suzette Olson, HR and Financial Manager for SDL, and Megan Stefanski, Manager of the DeTour School and Public Library.

Public Comments on Agenda Items: A revision was made to remove Discussion/Approval of the Approved Banking Institutions. This was done in June.

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 June 20, 2023, Budget Hearing, June 20, 2023, Regular Board of Trustees Meeting and the July 27, 2023, Special Board Meeting

Motion for approval of the Minutes from the June 20, 2023, Budget Hearing was made by Trustee Reelitz and seconded by Trustee Orr.

Discussion: None

Motion approved unanimously.

Motion for approval of the Minutes for the June 20, 2023, Regular Board of Trustees Meeting made by Trustee McConkey and seconded by Trustee Reelitz.

Discussion: None

Motion passed unanimously.

Motion for approval of the Special Board Meeting Minutes from July 27, 2023, was made by Trustee Orr. Motion was seconded by Trustee Roll.

Discussion: None

Motion passed unanimously.

Financial Reports from June and July 2023:

Motion by Trustee McConkey to accept the June and July 2023, Financial Reports. Seconded by Trustee Roll.

Discussion: A question was asked about the negative balances on some of the line items.

Director Waskin explained that these were run prior to receiving the Penal Fine money for FY 2022/2023 for the June reports, and for the July reports, we still haven't received any income for the millage taxes.

Motion passed unanimously.

Payment of Bills:

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

Discussion: None

Motion passed unanimously.

Information Items:

A. Library Director's Report:

1. **Resolution to Elect Trustees to the SLC Board** – due to recent changes in the election process for the Superiorland Library Cooperative Board, member library's boards are now separated into three regional groups across the region and will vote for their region's representatives on the board. Each region will have three representatives on the board. Daryl Orr is currently sitting on the board to fill out a vacancy but will be on the ballot this year. If elected by Group 1, he will serve a two-year term. Trustee Orr is also the current SLC Board Secretary.
 2. **Approval of Debbie Baaerman's allowed banking privileges** – The Credit Union on Drummond Island had previously given us the wrong paperwork, and so we need to reapprove the changes to the authorized agents again for the Credit Union and define what her privileges are on the accounts.
 3. **Michigan Class Investment Pool**– Director Waskin shared information on a government consortium with a higher interest rate where the library could hold part of its reserve funds to get more interest per year than they are currently getting without the restrictions that are placed on traditional money market and CDs. There was quite a bit of discussion on the company, and it was decided to ask the representative to attend the next board meeting to answer some of the questions put forth by the Trustees.
 4. **Revised End of FY2022-2023 Budget** – Director Waskin and Finance Manager Olson shared the End of Year Budget revisions for FY2022-2023. While penal fines came in lower than budgeted, the tax from the millage was higher than projected, so the budget came out better than was expected with a balance of over \$84,000 left over at the end of the year.
- 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 stated that she had also signed checks for the month and thanked Manager Stefanski for hosting the board meeting.
- D. **Committee Reports:** Director Evaluation Committee met and decided on a plan for the upcoming evaluation. The committee plans to meet on September 13 at the Bayliss Public Library during the UPRLC Board Meeting portion of the UPRLC Annual Conference.
- E. **Communications - None**

Action Items:

Unfinished Business:

None

New Business:

Discussion/Approval of the Election of Superiorland Library Cooperative Board Members

– The motion to election of Daryl Orr and Stephanie Swenski to the SLC Board for Group 1 was made by Trustee McConkey and seconded by Trustee Reelitz.

Discussion: None

Motion passed unanimously.

Discussion/Approval for Making Debbie Baaerman an authorized agent for the Drummond Island Library Credit Union Accounts – A motion was made by Trustee Roll to approve making Drummond Island Library Manager, Debbie Baaerman, an authorized agent for the Drummond Island Library Credit Union Accounts for the purposes of writing checks from the share draft account, making deposits, use of the debit card, and receiving receipts. She is not authorized to withdraw funds for the accounts. Director Waskin will retain all of her authorizations in the accounts. The motion was seconded by Trustee Orr.

Discussion: None

Motion passed unanimously.

Discussion/Approval of the Michigan Class Investment Resolution– No action was taken on this Item at this time.

Discussion/Approval of the End of Year SDL Budget Revisions for FY2022-2023– A motion was made to approve the SDL End of Year Budget Revisions for FY2022-2023 by Trustee Reelitz. It was seconded by Trustee McConkey.

Discussion: None

Motion passed unanimously.

Trustees' Comments: None

Public Comments on Other Matters: Manager Stefanski shared that she will be having her Scholastic Book Fair from October 9-14 this year, and that the Friends of the Library would be selling \$5 raffle tickets for a special quilt.

Adjournment:

Motion made by Trustee Reelitz and seconded by Trustee Orr to adjourn the meeting. Motion passed unanimously. The meeting adjourned at 3.47 p.m.

*Next meeting will be on Monday, September 25th at 3pm at the Brevort Township Community Library

Respectfully Submitted

Lisa Waskin

Lisa Waskin, District Director, Superior District Library

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

Location: Brevort Township Community Library

Date: September 25, 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, Secretary Tim McConkey, Trustee Daryl Orr, Trustee Jan Reelitz, and Treasurer Cris Roll. Vice-President Sheila Bergdoll absent, excused. Also present: Lisa Waskin, SDL Director; and Suzette Olson, HR, and Financial Manager for SDL; Trudy Olsen, Manager at Brevort Township Community Library; and, Jane French, Manager at the Les Cheneaux Community Library.

Public Comments on Agenda Items: None

Discussion/Acceptance of Agenda:

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

Discussion: None.

Motion passed unanimously.

Presentation From Jeff Anderson of Michigan CLASS Investment Pool – Mr. Anderson presented information to the board, and answered board member questions, about a investment pool that has been around since 1991 for government organizations according to the Urban cooperation Act of 1967, and compliant with PA 20 for investment services. It has approximately 750 participants including 73 counties, 100+ schools, 36+ libraries, and 5 library cooperatives.

Business Items:

Approval of Minutes from the August 28, 2023, Regular Board Meeting -

Motion for approval of the Minutes from the August 28, 2023, Regular Board Meeting was made by Trustee Reelitz and seconded by Trustee Orr.

Discussion: None

Motion approved unanimously.

Financial Reports from August 2023:

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

Discussion: None

Motion passed unanimously.

Payment of Bills:

Following a review of the expenses, the motion was made by Trustee Roll 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. **UPRLC Conference Follow Up** – Director Waskin shared information from the survey results following the UPRLC Conference which was held in Sault Ste Marie on September 13-14. The conference scored an overall average of 4.4 out of 5 for the whole conference. People especially liked the keynote speakers, the food, the venue, the variety of programs, and being able to network with colleagues from downstate as well as from the UP.
 2. **Drummond Island Building Project** – Director Waskin recently communicated with a family who donated in memory of their late wife/daughter/mother to the Drummond Island Library. The family is interested in assisting in more fundraising, helping with communications between SDL and the Drummond Island Township Board and in naming the addition after their family member, Adele Gagliardi.
 3. **Michigan Class Investment Pool** – The board discussed the presentation by Jeff Anderson earlier in the meeting and felt that they would like to move forward with Michigan Class and invest \$100,000 in the pool.
 4. **MLA Conference Awards Banquet** – Director Waskin shared that she had nominated two people for MLA Awards this year. One was for the Heart of a Champion, which is for a community volunteer. She nominated Jim Bolton for his work on the Pickford Community Library project, and he was selected as this year's winner. She also nominated Dickinson County Library Director, Megan Buck, for the Librarian of the Year Award, which was also successful. The Awards Banquet will be held at the Conference Center in Kalamazoo on Wednesday, October 18th from 7pm-9pm.
 5. **Upcoming Audit** – Anderson/Tackman will be conducting this year's audit of the library district funds the week of October 10-13.
 6. **Board Meeting Dates and Times** – Director Waskin asked the board if the Monday meetings at 3pm were working for everyone, and they agreed that they would like to continue with those days and times for next year. Director Waskin will send out a request to the Managers on what month they would like to host the meeting next year.
- 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 Manager Trudy Olsen for hosting the board meeting and for the delicious snacks, and especially the bottle of water.
- D. **Committee Reports:** Director Evaluation Committee made up of Jan Reelitz, Karen McClenny, and Suzette Olson, met on September 13th at the Bayliss Public Library. They approved an evaluation document and will be sending these out to all the Board members, Director Waskin, and all the Managers in October to complete by November 3, 2023. The results will be shared with Director Waskin and discussed at the November Board meeting.
- E. **Communications - None**

Action Items:

Unfinished Business:

None

New Business:

Discussion/Approval of the Michigan Class Investment Resolution— A motion was made by Trustee Roll and seconded by Trustee Reelitz to approve investing \$100,000 in the Michigan Class Local Government Investment Pool. The funds would be placed in one account and signers would be President Karen McClenny and Treasurer Cris Roll.

Discussion: None

Motion passed unanimously.

Trustees' Comments: None

Public Comments on Other Matters: LCCL Manager, Jane French, shared that they had a record number of program attendance this year of 1,800 people. Upcoming they have a Veteran's Day Open House, a Halloween Book Give Away, and they have been allowed to offer the Great Courses Classes for free.

Director Waskin thanked the board for their support of the conference and of her involvement statewide, and that it has resulted in bringing more attention to the UP libraries, which was seen at this year's UPRLC conference attendance, that MLA hosted an event at Les Cheneaux, and that State Library personnel have been coming to the UP more to see the libraries. Directors Dillon Geshel, Andrea Ingmire, Megan Buck, and Lisa Waskin were all now involved in statewide committees and boards and were actually able to get elected to various roles around the state, including Director Buck being appointed by the Governor to the Library of Michigan Board. Manager Jane French stated that she has seen a huge difference over the past 15 years since she started of the level of attention by downstate libraries and organizations as well since Director Waskin came.

Adjournment:

Motion made by Trustee McConkey and seconded by Trustee Orr to adjourn the meeting. Motion passed unanimously. The meeting adjourned at 4:25 p.m.

*Next meeting will be on Monday, October 23rd at 3pm at the Les Cheneaux Community Library.

Respectfully Submitted

Lisa Waskin

Lisa Waskin, District Director, Superior District Library

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

Location: Les Cheneaux Community Library

Date: October 30, 2023

Call to Order:

The meeting was called to order at 3:03 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 were present. 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: None

Discussion/Acceptance of Agenda:

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

Discussion: None.

Motion passed unanimously.

Business Items:

Approval of Minutes from the September 25, 2023, Regular Board Meeting -

Motion for approval of the Minutes from the September 25, 2023, Regular Board Meeting was made by Trustee McConkey and seconded by Trustee Orr.

Discussion: None

Motion approved unanimously.

Financial Reports from September 2023:

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

Discussion: None

Motion passed unanimously.

Payment of Bills:

Following a review of the expenses, the motion was made by Trustee Orr and 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. **MLA Conference Follow Up** – Director Waskin shared information from the Michigan Library Conference that was held in Kalamazoo during October 17-20. She stated that it was one of the best conferences she had ever attended and that she had gotten so much from it including two possible book tours for the following summer, a speaker for an All-Staff Health Day she is planning for the

Spring on mental health for staff and patrons, ideas for more school/public library collaborations, accessibility tools to help make patrons' library experiences better, and that the Awards Banquet and presentation to Jim Bolton for the Heart of a Champion Award was just marvelous. The UP librarians even won the Trivia Night Contest.

2. **Drummond Island Building Project** – Director Waskin has continued communicating with the Gagliardi/San Martin family members on the addition at Drummond Island Library. Director Waskin will be speaking at the DeTour Area School Board meeting in November, and Mr. San Martin is helping to foster discussions with the Drummond Island Township Supervisor.
 3. **Michigan Class Investment Pool** – Director Waskin and Finance Manager Olson had identified two accounts that could draw the funds for the MichiganCLASS investment of \$100,000.
 4. **Library Credit Card Increase** – Because HR/Finance Manager Olson is now doing more ordering for the district libraries, and because of the increased attendance by staff at library conferences, the credit card limit for the district card is no longer sufficient to cover the expenses. Director Waskin is recommending increasing the limit from \$2,000 to \$5,000.
 5. **Investment in CDs for Higher Interest Rates** – Director Waskin shared that she and HR/Finance Manager Olson had been looking at the rates of the current funds held in reserve, and that there are several that are getting almost no interest. Now that rates are going back up, it was suggested that the Finance Committee could recommend moving some funds to higher interest-bearing accounts.
 6. **Health Insurance Rate for 2024** – Director Waskin shared that the rate will increase next year by 8%, but that two people are dropping off so the cost is remaining basically the same as the previous year.
 7. **Reception for Jim Bolton** – We are trying to find a date to have a local party to celebrate his Heart of a Champion MLA Award.
- 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 also shared that she had signed checks.
- D. **Committee Reports:** Director Evaluation Committee made up of Jan Reelitz, Karen McClenny, and Suzette Olson, met and has distributed the Director Evaluation packets to the board, Managers, and Director Waskin. It is due by November 3, 2023. The results will be shared with Director Waskin and discussed at the November Board meeting.
- E. **Communications** – Director Waskin shared that they had received a FOIA request for the E-rate information on the bidding process and contracts for the Drummond Island Library. Director Waskin had discussed the request with SLC Director Dillon Geshel, and HR/Finance Manager Pam Malmsten, as well as the E-rate consultant, Aleck Johnson since it came from a third party company that makes requests on behalf of anonymous persons for FOIA requests. Finding that the organization and the request were legitimate, Director Waskin stated that the SDL has submitted the requested documents on the behalf of the Superior District Library.

Action Items:

Unfinished Business:

None

New Business:

Discussion/Approval of Transferring \$50,000 from the Soo Cooperative Credit Union Savings Account and \$50,000 from the Central Savings Bank Rosa Grout Fund for a total of \$100,000 to MichicanClass— A motion was made by Trustee Roll and seconded by Trustee McConkey to approve transferring \$100,000 into the Michigan Class Local Government Investment Pool, with \$50,000 coming from the Soo Cooperative Credit Union Savings Account, and \$50,000 from the Central Savings Bank Rosa Grout Fund. The funds would be placed in one account and signers would be President Karen McClenny and Treasurer Cris Roll.

Discussion: None

Motion passed unanimously.

Discussion/Approval of Raising the Superior District Library Credit Card Limit from \$2,000 to \$5,000 for the District – A motion was made by Trustee Orr to raise the limit on the SDL Credit Card from \$2,000 to \$5,000 for the Superior District Library. Motion was seconded by Trustee McConkey.

Discussion: None

Motion passed unanimously.

Trustees' Comments: None

Public Comments on Other Matters: Director Waskin shared that Trustee Karen McClenny's and Trustee Cris Roll's terms are up in December 2023. Both indicated that they wanted to be reappointed to the Superior District Library Board of Trustees.

Adjournment:

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

Motion passed unanimously. The meeting was adjourned at 4:15 p.m.

*Next meeting will be on Monday, November 20 at 3pm at the Pickford Community Library

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 20, 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, Secretary Tim McConkey, Trustee Daryl Orr, Treasurer Cris Roll, Vice-President Sheila Bergdoll, and Trustee Jan Reelitz were present. Also present: Lisa Waskin, SDL Director; Suzette Olson, HR, and Financial Manager for SDL; Emily Hyde, Pickford Community Library Manager, 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 McConkey, seconded by Trustee Reelitz
Discussion: None.

Motion passed unanimously.

Business Items:

Approval of Minutes from the October 30, 2023, Regular Board Meeting -

Motion for approval of the Minutes from the October 30, 2023, Regular Board Meeting was made by Trustee Roll and seconded by Trustee Orr.

Discussion: None

Motion approved unanimously.

Financial Reports from October 2023:

Motion by Trustee Bergdoll to accept the October 2023, Financial Reports. Seconded by Trustee McConkey.

Discussion: None

Motion passed unanimously.

Payment of Bills:

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

Discussion: Trustee Orr had a question about the Albert's Heating and Cooling Bill for Bayliss Public Library. Financial Manager Olson explained that it was for a routine Fall maintenance of the system.

Motion passed unanimously.

Information Items:

A. Library Director's Report:

1. **University of Michigan Feasibility Study** – Director Waskin shared information that she had submitted a proposal to the University of Michigan Information

Studies Program to have a free feasibility study done to determine the costs and value of having an internal delivery driver for the SDL libraries. She stated that they had made it to the second round of the process, and she was hopeful that it would be one of the projects taken on by the students as a research project.

2. **MERS Review** – Director Waskin and Finance/ HR Manager Olson met with a MERS retirement representative to discuss options for services that could be added to the retirement plan for SDL to help with employee retention and attracting new employees. They are waiting on a quote for what these services would cost to implement.
 3. **Tax Request Letters** – Director Waskin drafted letters to all of the townships in the district to be sent out with the Tax Request. HR/Finance Manager Olson has sent them out. Unfortunately, the taxes will have to be waived for one more year on the 45 Portage Township households still within the SDL boundaries according to attorney Seurnyck. The Board had approved a waiver until 2024 for those residents, and even though Curtis is no longer part of SDL, the waiver still stands.
 4. **Audit** – Anderson, Tackman has completed the audit and will be presenting at the December board meeting. They did not find any significant concerns during the process, so we are anticipating another good audit this year.
 5. **February Ballot for Millage** – Director Waskin recommended to the board that they should consider putting the millage increase on the February ballot for several reasons. The first is that it would give the library more chances to get the increase passed in the upcoming year if it was not successful the first time. Second, the failed school bond is going to be placed on the ballot again next year, but not on the February ballot, and she felt that it would be best to not have the library's millage increase on the same ballot as the highly unpopular school bond question. And third, she felt that with very little controversial issues on the February ballot, it stood a good chance of passing the first time around. Attorney Seurnyck would be able to get the ballot language drafted in time to meet the December 5th deadline as well if it is approved.
 6. **DeTour School Addition Project Update** – Director Waskin will be attending the School board meeting on Drummond Island next Monday night. The Gagliardi family members plan to attend to show their support for the project as well.
 7. **All-Staff Day** – There will be an All-Staff Training Day on Wednesday, February 21st at the Pickford Community Library for the entire SDL staff, as well as any other staff from libraries in the area. Laura Warren-Gross from MCLS will be presenting on MeL Resources, as well as Dillon Geshel on SLC programs, Dr. Tetzloff on mental health concerns, Tammy from MERS, the AFLAC representative and Lisa and Suzette on budgets and finances.
- 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 also shared that she had signed checks.
- D. **Committee Reports:** Director Evaluation Committee made up of Jan Reelitz, Karen McClenny, and Suzette Olson, reviewed the responses to the evaluation and have

compiled them to present at the November meeting today in closed session, as requested by Director Waskin under Section 8(a) of the Open Meetings Act.

Adjourned to Closed Session at 3.32pm
Returned to Regular Session at 3:54pm

Action Items:

Unfinished Business:

None

New Business:

Discussion/Approval of Director's Evaluation with a \$600 bonus for Exceeding Goals and Expectations by the Director – A motion was made by President McClenny to approve the evaluation with a \$600 bonus for Director Waskin. Motion was seconded by Trustee Reelitz.

Discussion: None

Motion passed unanimously.

Discussion/Approval of Placing the Millage Renewal for .4976 mils with an additional 0.5mils on the February 27, 2024 ballot – Motion made by Secretary McConkey, seconded by Treasurer Roll. A roll call vote was taken with the resulting vote of 6 yays, 0 nays.

Discussion: None

Motion passed unanimously.

Trustees' Comments: President McClenny and Secretary McConkey both would like to serve on the Yes Committee for the millage proposal.

Vice-President Bergdoll shared an idea to have books at the local airport for travelers.

Public Comments on Other Matters: None

Adjournment:

Motion made by Trustee Roll and seconded by Trustee Bergdoll to adjourn the meeting. Motion passed unanimously. The meeting was adjourned at 4:47 p.m.

*Next meeting will be on Monday, December 18th at 3pm at the Bayliss Public Library. It will be preceded by a lunch at 1:30pm

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 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

