

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

Location: Drummond Island Library

Date: October 21, 2021

Call to Order:

The meeting was called to order at 6:01 p.m. by President McClenny.

Roll Call:

Present: President Karen McClenny, Treasurer Cris Roll, Secretary Tim McConkey, Vice-President Sheila Bergdoll, and Trustee Jan Reelitz. Trustee Michelle Jarvie was absent. Also present: Lisa Waskin, SDL Director and Laura Hintz, Drummond Island Library Manager.

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 September 23, 2021, Regular Board of Trustees Meeting

Motion for approval of the Minutes for the September 23, 2021, Regular Board of Trustees Meeting made by Trustee Reelitz, seconded by Trustee McConkey.

Discussion: None

Motion passed unanimously.

Financial Reports from September 2021:

Motion by Trustee McConkey to accept the September 2021, Financial Reports. Seconded by Trustee Roll.

Discussion: Director Waskin stated that there was no unusual activity on the September Financial Reports

Motion passed unanimously.

Payment of Bills:

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

Discussion: None

Motion passed unanimously

Information Items:

A. Library Director's Report:

1. Covid Protocol Policy – Director Waskin shared the updated version of the Covid Protocol Policy for the District. The previous plan had been approved in June of 2020, and needed to be updated to include changes to mandates and vaccinated individuals. Director Waskin specifically added wording to the Covid Protocols for what to do in the various scenarios, such as if someone living in the home of a staff member tested positive, depending whether they were vaccinated or not. The new protocols will take into account vaccinated and unvaccinated individuals as well when determining what course of action to take.

2. Bank Signatures – Director Waskin informed the board that all of the bank cards still needed to have Rae Klobucher removed and Michelle Jarvie added as a signatory and that the bank needed to have board minutes stating this change. The Brevort

Township Library account at First National in St. Ignace also needs Board approval to be changed from Joshua Townley to Trudy Olsen.

3. Insurance Renewal – Director Waskin received correspondence from Rick Labian of National Insurance Services, which is the District’s Health Insurance agent and agency, that the rate would be increasing by 11% over last year, which was totally not expected when projections were made earlier in the spring.

4. Budget Revision – Director Waskin shared the information with the Board that because of the 11% increase in insurance rates from last year, the budget will need to be adjusted to reflect that increase. Director Waskin had budgeted for the standard 4% increase that had been projected when the budget was created in May.

Treasurer’s Report: None

B. Board President Comments: President McClenny expressed thank you to Laura Hintz for hosting the meeting and all of the delicious food she provided.

C. Committee Reports: None

D. Communications: None

Action Items:

Unfinished Business:

None

New Business:

Discussion/Approval of Removing Rae Klobucher and adding Michelle Jarvie to all of the SDL Bank Signature Cards – A motion was made by Trustee Bergdoll to approve Removing Rae Klobucher and Adding Michelle Jarvie to all Superior District Library Bank Signature Cards. Motion was seconded by Trustee Reelitz.

Discussion: None

Motion passed unanimously

Discussion/Approval of Removing Joshua Townley and Adding Trudy Olsen to the Brevort Township Library’s First National Bank of St. Ignace Account - A motion was made by Trustee McConkey and seconded by Trustee Bergdoll to Remove Joshua Townley and Add Trudy Olsen to the Brevort Township Library’s First National Bank of St. Ignace Account.

Discussion: None

Motion passed unanimously

Discussion/Approval of Updated Covid Protocol Policy – A motion was made to approve the Updated Covid Protocol Policy by Trustee Bergdoll, and seconded by Trustee McConkey.

Discussion: None

Motion passed unanimously

Discussion/Approval of Budget Revision for FY2021-FY2022 – Trustee Roll made a motion to Approve the Revised Budget for FY2021-FY2022. Motion was seconded by Trustee McConkey.

Discussion: None

Motion passed unanimously

Trustees’ Comments: Trustee Bergdoll asked question about what was happening with the DeTour School and Public Library situation. Director Waskin replied that the issue with the two school board members had been addressed and resolved.

Public Comments on Other Matters: Manager Hintz discussed the sign replacement, and that they were still waiting on quotes from local contractors on a cost for the new sign. She also

discussed the request by a local family for naming the library. The Board asked Manager Hintz to speak to the family about an amount for the naming request.

Adjournment:

Motion made by Trustee McConkey, seconded by Trustee Roll, to adjourn the meeting. Motion passed unanimously. Meeting adjourned at 6:56 p.m.

*Next meeting will be on November 18, 2021 at 6pm at the Les Cheneaux Community Library.

Respectfully Submitted

Lisa Waskin

Lisa Waskin, District Director

Superior District Library