

**Minutes of the Fennville District Library
Board of Trustees**

September 21, 2023 at 4:00 pm
Regular Meeting

Present: Midge Bernard, Robin Buchler, Dennis Martin, Donna Matula, Bob Sherwood, Willow Vandenberg, Kathy Yankee, Marilyn Jessup

Absent: None

Staff present: Teresa Kline

Observers present: None

Meeting called to order: 4:00 pm, by Dennis Martin, President

Approval of Agenda: *It was moved by Yankee, seconded by Buchler, to approve the agenda. Carried 8-0.*

Approval of the Minutes: *It was moved by Buchler seconded by Sherwood, to approve the minutes of August 17. Carried 8-0.*

Correspondence: None.

Financial and Budget Performance Report:

- After reviewing the "Profit & Loss Budget vs Actual" Sheet and the Balance Sheet for August 2023, they were received and filed.

Director's Report:

- Meetings attended: Lakeland Library Cooperative Board and Council Meetings
- There is a new representative from Trane
- Working to get new Email system done in October
- New security quote from EGL Tech: One time fee of \$1600, then \$300/month for additional security
- Four incidents: An electric golf cart plugged into outlet outside entrance door; a young mom accidentally locked child in car in parking lot; an overnight guest in a van in the parking lot; a man coming regularly at night around 10-12 and sitting at the front door of the library, plugging in an electronic device. The police have been notified of this last incident
- The Fennville Collaborative Community Project Grant has been submitted (along with the City of Fennville and the Fennville Public Schools). Should know by October 23. If granted, our portion would be \$1,200,000 for our parking lot
- Our new fiscal year starts October 1
- The Michigan Municipal League magazine will be interviewing Teresa about what we do for diversity. Will be the cover story for the November issue!
- Youth Activities handout, Monthly Circulation Statistics, Door Count

President's Remarks: None

Board Members' Remarks: Yankee: Shared an article on Loneliness –more lethal than smoking 15 cigarettes or drinking 6 alcoholic drinks per day – and the Library is on the cutting edge to combat that!

Committee Reports: From the Personnel Committee:

Director Evaluation – Our director is worth her weight in gold!!

2023-2024 Director's Goals – Administrate the Parking Lot project;

Make curb cuts for better handicap accessibility

Unfinished Business:

Staffing – We hired two more pages, bringing the total pages to three; Staff raises of 3% will go into effect on October 7, which falls at the beginning of a regular pay period

Review of Board Bylaws – *It was moved by Matula, seconded by Vandenberg to remove Article 2, Section 3, Paragraph D, Treasurer's Duties. Carried, 8-0.* (Thus removing the office of Treasurer)

New Business:

FY 2022-2023 Budget Amendments – *It was moved by Sherwood, seconded by Bernard, to make the following budget amendments:*

Proposed Budget Amendments, September FY 2022-2023

Expense:

729 Custodial Supplies decrease \$500.00
730 Youth Services Expenses decrease \$500.00
802 Technology Charges decrease \$500.00
880 Special programs decrease \$1,000.00
903 Building Maintenance decrease \$305.00
931 Equipment & Furnishings decrease \$1,000.00
958 Digital Databases decrease \$1,000.00
962 Contingency decrease \$2,000.00

Total \$6,805.00

801 Professional Services increase \$2,000.00
963 Fennville Friends increase \$650.00
920 Utilities increase \$1,800.00
965 Insurance increase \$775.00
970 Capital Expenditure increase \$1,580.00

Total \$6,805.00

Carried, 8-0

FY 2023-2024 Budget Public Hearing and Approval – The Public Hearing was opened at 4:55. There being no members of the public present, it was closed at 4:56. *It was moved by Buchler, seconded by Matula, to approve the FY 2023-2024 budget (attached). Carried, 8-0.*

FY 2023-2024 Organization

Election of Officers. *It was moved by Matula, seconded by Yankee, to retain the current officers as follows:*

President *Dennis Martin*
Vice President *Robert Sherwood*
Secretary *Marilyn Jessup*

Carried, 8-0.

Appointment to Committees. Robert Sherwood, Midge Bernard and Dennis Martin were appointed to the Personnel Committee.

Board Meeting Schedule. *It was moved by Sherwood, seconded by Vandenberg, to hold our regular Board meeting on the third Thursday of each month at 4:00 pm. Carried, 8-0*

Lakeland Library Cooperative 2023-2024 Fees – Our fees are \$18,548, paid quarterly

Lakeland Library Cooperative Plan of Service Revisions – For our information, the revisions included changing the number of representatives for the various classes of libraries.

Gifts – From Paul Essenburg, a friend of Bob Sherwood, his personal collection of about 80 books of personal accounts from World War II – from different branches of service as well as civilians; from Americans as well as citizens of other countries. *It was moved by Buchler, seconded by Jessup, to accept this gift. Carried, 8-0.*

Public Comments – None

Adjournment: The meeting was adjourned by President Martin at 5:15.
Next meeting is October 19, 2023.

Respectfully submitted,

Marilyn Jessup, Secretary

Fennville District Library				
Fiscal Year 2019-2020				
DRAFT	2021-2022	2021-2022	2022-2023	2023-2024
Income		Passed 9/2021	Passed 9/22	Draft #3
District Millage	\$326,000.00	\$326,000.00	\$344,000.00	\$356,000.00
Local Gov't Support	\$5,000.00	\$5,000.00	\$5,000	\$8,000.00
Penal fines	\$70,000.00	\$70,000.00	\$66,000.00	\$62,000.00
Interest earned	\$5,000.00	\$5,000.00	\$5,000.00	\$5,500.00
State Aid	\$12,000.00	\$12,000.00	\$15,000.00	\$15,000.00
Overdue, damaged or lost materials	\$2,000.00	\$2,000.00	\$1,500.00	\$1,500.00
Copier/FAX fees	\$5,000.00	\$5,000.00	\$4,000.00	\$4,500.00
Gifts and memorials	\$1,000.00	\$1,000.00	\$2,000.00	\$2,000.00
FenFriends	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00
Universal Service Funds	\$7,000.00	\$7,000.00	\$8,500.00	\$8,500.00
Grant Revenue	\$35,000.00	\$35,000.00	\$0.00	\$0.00
Other Income	\$0.00	\$0.00	\$2,000.00	\$2,000.00
Transfer In-BLDG Fund	\$0.00	\$0.00	\$0.00	\$0.00
Total Income	\$470,000.00	\$470,000.00	\$455,000.00	\$467,000.00
Expenses				
Payroll	\$242,000.00	\$246,000.00	\$261,000.00	\$275,000.00
MERS	\$5,000.00	\$5,000.00	\$5,500.00	\$5,000.00
Grant Payroll Expense	\$7,000.00	\$7,000.00	\$0.00	\$0.00
Books/AV	\$32,000.00	\$32,000.00	\$32,000.00	32,000.00
Utilities	\$20,000.00	\$20,000.00	\$20,000.00	\$22,000.00
Equipment & Furnishings	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00
Lakeland Co-op services	\$17,000.00	\$18,500.00	\$18,000.00	\$19,000.00
Building maintenance	\$38,200.00	\$34,700.00	\$30,000.00	\$26,000.00
Professional services	\$14,000.00	\$14,000.00	\$20,500.00	\$18,000.00
Insurance & bonding	\$6,500.00	\$6,500.00	\$5,500.00	\$6,000.00
Technology Charges	\$22,000.00	\$22,000.00	\$22,000.00	\$22,000.00
Office Supplies	\$2,000.00	\$2,000.00	\$2,200.00	\$3,000.00
Grant Supplies	\$28,000.00	\$28,000.00	\$0.00	\$0.00
Training & Seminars (Travel)	\$3,000.00	\$3,000.00	\$4,000.00	\$3,700.00
Collection supplies & expenses	\$2,000.00	\$2,000.00	\$2,500.00	\$2,500.00
Special programs	\$4,000.00	\$4,000.00	\$5,000.00	\$5,000.00
Custodial supplies	\$3,000.00	\$3,000.00	\$2,500.00	\$2,500.00
Trustee reimbursement	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00
Periodicals	\$1,500.00	\$1,500.00	\$2,000.00	\$2,000.00
Postage	\$500.00	\$500.00	\$500.00	\$600.00
Publicity/printing	\$500.00	\$500.00	\$500.00	\$500.00
Contingency	\$2,000.00	\$1,000.00	\$2,000.00	\$2,000.00
FenFriends				\$1,000.00
Youth services supplies	\$2,000.00	\$1,000.00	\$1,500.00	\$1,400.00
Tax Charge Backs	\$500.00	\$500.00	\$500.00	\$500.00
Capital Expenditures	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00
Lost & Paid	\$300.00	\$300.00	\$300.00	\$300.00
Digital Databases	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00
Total expenses	\$470,000.00	\$470,000	\$455,000.00	467,000.00