

Minutes of the Fennville District Library
Board of Trustees

May 16, 2024 at 4:00 pm
Regular Meeting

Present: Midge Bernard, Bob Sherwood, Willow Vandenberg, Kathleen Yankee, Robin Buchler, Donna Matula, Dennis Martin.

Absent: Marilyn Jessup

Staff present: Teresa Kline, Abi Avery

Observers Present: none

Meeting called to order: 4:03 pm by President Dennis Martin

Approval of the Agenda: Moved by Buchler, seconded by Sherwood to approve the agenda. Carried 7-0

Approval of the Minutes: Moved by Yankee, seconded by Buchler to approve the minutes of April 18, 2024. Carried 7-0

Correspondence: none

Financial and Budget Performance Report

- All millage is in with a possible \$21,000 over expectations.
- Waiting for second State Aid payment.
- Manlius has made their payment.
- Expenses - moving funds to cover building maintenance and repair.
- Penal fines were only \$5,434.76.
- There has been a decrease in expenses due to cleaning service providing their own supplies.
- After reviewing the Profit and Loss vs Actual Sheet and the Balance Sheet for April, 2024 they were received and filed.

Director's Report

- Tim is home from the hospital but will have more surgery in July.
- Macatawa Plumbing tested backflow of boiler and will report to the city.
- May 24, 2024 the library and Friends of the Library will host Fourth Friday for the city and DDA. The theme will be "Imagination" and includes a scavenger hunt, a puppeteer, face painting and other entertainment.
- Teresa attended Feeding America training. New lunches and new see-through lunch bags will be provided for the "Gather to Grow" program which runs from 6/3-8/9.
- There is a huge problem with the library's software for accounting. The current software can't be used after May 31. An online version is being urged by the maker but has poor reviews; the desktop version which is more user-friendly is twice as expensive. Teresa and Krysta are working on the decision.

Director's Report continued

-Attorney issues: the insurance claim for damage to the building by the county truck continues to be a paperwork shuffle. Our attorney's firm has acquired another firm and we have a new contact person. He went through the new federal overtime law with Teresa (covered under New Business) .

President's Remarks: none

Board Remarks: none

Committee Reports: none

Unfinished Business:

- ALA Grant update - 1 person attended the May 15th community input meeting about improving service to blind or low-vision patrons of the library.
- Michigan Humanities touring grants of \$240 and \$319 received which will help pay the cost of summer programming.
- Insurance claim for building damage - paperwork continues.
- Pay it Forward in April resulted in \$1,054.45 in donations, \$500 of which was a matching funds donation. 50 patron accounts were cleared of fines by random selection. Abi was asked to remind the board next March about the program.

New Business

- ARLS Leadership Institute has accepted Abi's application for a 2-year professional development program which includes online courses, mentorship, free attendance at the 2024 and 2025 conferences at which time Abi will present a report about a special project.
- Federal Rule - Overtime Protection law: Four people at our library have previously been considered salaried. Kendra and Michele will need to be changed to hourly as only people who supervise other people can be 'salaried'. This will not change their pay. When comp time is given in place of overtime pay the employee must sign an acceptance note. Because we give comp time at time-and-a-half we are in compliance with the law.
- FOIA request - Teresa completes in 10 minutes now.
- Maturing CDs - We have \$129,931.54 in a mature CD at Barclays Bank. Teresa presented a brief review of each of the financial institutions suggested by our advisor at Huntington Bank. Sherwood moved, Bernard seconded that we invest \$100,000 with Western Alliance Bank at 5.3% for nine months. The remaining \$29,931.54 will be retained for unexpected expenses. Carried 7-0.
- Parking Lot Options/Designs/Meeting - Our parking lot project is tied to the city's public space project in order to most efficiently use grant funds. After members of the board and Teresa (as well as city manager and DDA rep) met with three design firms, Viridis of Grand Rapids and Kalamazoo was given the contract. Teresa has had her first meeting with Viridis reps to discuss details of design and schedule. There will be an opportunity for community involvement in the design - one of the reasons Viridis was selected.

New Business continued

-Staffing Update- A new page has been hired. She will start in Oct. when she turns 14. Adelaide Burmeister, a college student has been hired as a summer sub. She is a college student considering library science as a major.

The maintenance person at Herrick Library has contacted Bob Sherwood about the possibility of part-time work at FDL. The circulation director there says he is efficient and creative. Since Tim has more surgery and recovery coming up we could use someone with experience in this area. Teresa will contact him to discuss hours and pay.

-Summer Reading -The theme is "An Adventure Begins". Kick-off party will be June 7,8. A wide variety of arts, crafts, entertainment, food, and music will be in place. There will be a theater choreography camp in June, Drums around the World with DeeDee in July, A John Ball Zoo visit with animal interaction, and Stormie's Foam Party with a cannon that shoots foam, Brad Lancaster, magician from Grand Rapids and an Art Camp for Pre-schoolers as well as one for older children.

Gifts: A 'Matching Funds' gift was received from Amanda Miscisin. Four Steve French paintings (none of which we currently have) were received from Barbara Baranowski, A copy of his book "Adventures of Simone and Alex" was received from Andres Pepoy. Matulin moved and Vandenberg seconded to receive these gifts.
Carried 7-0

Public Comments: none

Meeting adjourned at 5:14 pm by President Martin.
Next meeting is June 20, 2024 at 4:00 pm.

Respectfully submitted,
Kathleen Yankee - substitute secretary

