

Indian River Area Library

Board Minutes

January 17, 2023

Present: Kathy Cole, Patty Hull, Jim Anglewicz, David Hill, Jill Sager, Kelsey Rutkowski. Elise Harrington absent- Excused.

Guests: Helen Miller, Sandy Lintz, Kristina Moutrie, Trudy Maves, Bob and Nancy Kramer, Janet Vance, Jay Reidsma

Public Comments: Janet Vance praised the library for creating policies and a strategic plan.

Anglewicz motioned to approve the agenda with the addition of Smoking complaint under New Business (C) and Sick Leave Act (D), Hull seconded, all AYE.

Anglewicz motioned to approve the December 20, 2023 minutes, Hull seconded, all AYE.

Anglewicz motioned to approve the financial report with the investment section not portrayed accurately, Hull seconded, all AYE.

Anglewicz motioned to approve Q2 amended budget with a change in wages, Hull seconded, all AYE.

Investment update- No statement since June from the Community Foundation. Total Fund Balance was increased by \$3,900.00 with a reserve decreased by \$1,745.00.

Anglewicz motioned to pay Kelsey up to \$450.00 for mileage to conference in October, Hull seconded, all AYE.

Friends of the Library: No report.

Director's Report: Total circulation stats have increased from 725 in December 2021 to 1,043 in December 2022. Staff is continuing to weed, catalog and organize office space. Kelsey is working on our community newsletter to be sent out mid-February which will cover activities in March, April and May. School tours will take place in March and April. Kelsey has secured a few speakers/experts in the coming months as well. Kelsey received a donation of \$884.00 from the Kiwanis Club to add books to our leveled reader collection. Helen Miller was chosen as the acting manager in the absence of Kelsey.

Old Business:

- A. Will draft Director's contract to be signed in May, 2023.
- B. Patti Brown Memorial - The family is in the process of picking out a chair in Patti's memory.
- C. Koehler Township Contract renewal-Letter and contract will be mailed out in May with a deadline for Koehler Township to respond by May 15, 2023.

New Business:

- A. Tuscarora Township Strategic Plan - Bob Kramer shared his plan to create a township strategic plan and would like the library's input during the process.
- B. Credit Card -Jay Readsma (township clerk) is looking into a community card to pay bills at the township.
- C. Smoking Complaint - An individual complained about someone smoking in the building. Cole motioned to change our smoking policy to Charlevoix Public Library's policy which states that you cannot smoke within 25 feet of the entrance to the building, Sager seconded, all AYE.
- D. Sick Leave Act - Anglewicz motioned that we begin to accrue sick hours beginning February 19,2023 until our fiscal year in compliance with Sick Day Act PA 338, Sager seconded, all AYE.

Board Comments: Hull stated that increased stats are good news! Cole thanked the Kiwanis for their donation to purchase books for the library and thanked Kelsey for her hard work. Hill commented to 3 members of township board who were in attendance to continue to make our town look good and to adhere to blight ordinance to help new and existing businesses. Anglewicz would like to continue to look for additional services for kids such as Canopy.

Adjourn: Sager motioned to adjourn at 5:12pm. Hill seconded, all AYE.