

Indian River Area Library
Special Meeting
February 8, 2023

Meeting called to order at 4:30.

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

Guests: Cathy Campbell, Patty Campbell, Karen Hill, Trudy Maves, Jay Reidsma, Bobbi Balazovic, and Ron Odenwald.

Anglewicz motioned to approve the agenda, Hull seconded, and all AYE.

Public Comment: None

Credit Card: Rutkowski was given a replacement credit card to be used by the library, from the township, with a credit limit of \$2500. The IRAL has a policy of a credit card limit of \$5000. Rutkowski will sign the form that she received the card and its number, but anything that is for the library must be followed by library policy. Reidsma, the Township Clerk, will look into getting the limit increased and Anglewicz, as the IRAL Treasurer, will act on the boards behalf on getting the limit increased.

Building Lock Change- on January 13, 2023, the township voted to change the locks on the building. The locks were then changed and the library employees were locked out of the building for a time, denying them access to the library. When we received the updated keys, we were given 4 keys, not the 6 needed. The other 2 keys have since been received. The issue is that the Township is required to inform and receive approval from the library if any changes occur to the building, according to our Building Maintenance Agreement. This did not occur. Anglewicz motioned to send an email to the Township(to be included), Sager seconded, and all AYE.

EMAIL TO TOWNSHIP:

To: Tuscarora Township Board

It has come to our attention that the locks on the Library/Township Offices/Police Building have been changed. You should be aware that the building is shared in space and ownership by Tuscarora Township and Indian River Area Library.

We have a Building Maintenance Agreement with procedures to address issues like changing the locks on the building. In short, any maintenance, repairs or modifications to the building are not to be made unilaterally or without notice, unless it concerns our individual spaces.

Changing the locks on the building is a major change that affects the operation of our services. We are disappointed you chose not to respect our agreement and that we were not consulted on this change.

The Indian River Area Library will not approve any expenditure regarding this change. The responsibility for its expense rests solely on the Township.

The Library requires two additional keys(to replace our original number of keys) for the front door, in order for us to operate the library. If they are not available, we will have copies made and send the Township the bill.

Respectfully Submitted,

The Indian River Area Library Board

Public Comment: Cathy Campbell suggested that there should be open communication from the township and that they should have made all parties aware of the change. Trudy Maves questioned Reidsma about the credit card limit and key policy. The conversation was cut short. Ron Odenwald voiced his concerns about the library following certain policies and was reassured that they were being followed.

Board Comment: Cole assured the Township that the library wants to have a positive working relationship. Hull also stated the same sentiment.

Harrington motioned to adjourn at 5:06, Anglewicz seconded, and all AYE.