

Indian River Area Library

Board Minutes

June 20, 2023

The meeting was called to order at 3:32, June 20, 2023.

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

Guest: Trudy Maves

Approval of the Agenda: Sager motioned to approve the agenda with the changes(delete item D under Old Business and discuss it during the financial report and add F financial policy review and G streetlight reimbursement to New Business). Hull seconded and all AYE.

Approval of the Minutes: Hull motioned to approve the May 16 board minutes and the May 31 special board minutes, Sager seconded, and all AYE.

Financial Report:

- A. Monthly Expenses- Sager motioned to accept the monthly expenses with the exception of the meeting room carpet bill, Harrington seconded, and all AYE.
- B. Investment Update- currently working on the \$100,000 transfer.

Friends of the Library Report- The Friends have given the Director(Rutkowski) \$3000 to use for the library wishlist. The friends will have a booth at the Summerfest and will be selling paintings and used books and have a make and take project available.

The Mahjong tournament will be September 21, 2023. The Friends have joined the Michigan Friends of the library. The Book Walk is up and running.

Director's Report- The new pages are working out great! The "Catch a Tale Story Night" program with the school will be restructured for next year. ASLDeafined has been purchased and will launch on July 1st. The Book Drop Box has been ordered. The Patty Brown memorial chair has arrived.

Old Business

- A. Director Contract-Anglewicz motioned to accept the contract between IRAL and Kelsey Rutkowski to begin on July 1, 2023. Sager seconded and all AYE. Anglewicz motioned that we accept and amend the Director Contract with the addition of the correct flexible work agreement. Sager seconded, and all AYE.
- B. Library Assistant-Tony Stradling has been hired to fill this position.
- C. Basement Sink Quotes-Put on hold temporarily. Rutkowski will request a meeting with the township, Kathy Cole, Jim Anglewicz, and Chief Temple to discuss permission to use the outdoor space, security cameras, and the outside wall issue. The board will revisit the basement project after these items have been discussed.
- D. Deleted

E. Security Cameras- Will wait for a quote to make any decisions.

New Business

- A. CIPA Compliance-Anglewicz motioned that we approve the Computer Use and Wireless Access Policy(CIPA compliant)for the IRAL. Hill seconded and all AYE.
- B. Debit Card-Hill motioned to approve getting a debit card from CNB to be effective in July 2023, Hull seconded and all AYE. Anglewicz motioned to fund the money market account(#1443) \$10,000 from the pool, to be used for the debit card, Hull seconded, and all AYE.
- C. Wage Increases-Hull motioned to accept wage increases for the 23-24 fiscal year for library assistant Sandy Lintz(\$17) and library assistant Loretta Erdman(\$16 per hour plus an extra week of time off). Cole seconded and all AYE.
- D. Financial Audit- Anglewicz and Rutkowski will set up a meeting to discuss this.
- E. Vestibule Bulletin Board-Have this issue added to the Building Maintenance meeting.
- F. Financial Policy- Rutkowski will scan and send the bills to the board members for pre approval once a week.
- G. Streetlight Reimbursement-Waiting for the last bill to receive the reimbursement.

Public Comment-None

Board Comment- Great Job Kelsey!!!

Hull motioned to adjourn at 5:45, Sager seconded, and all AYE.