

**Indian River Area Library**  
Board Minutes  
September 19, 2023

Meeting called to order at 3:40.

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

Guests: Helen Miller, Ed Keller, and Trudy Maves.

Public Comment on the Agenda: Ed Keller would like to add a bookshelf in his Mom's name. Rutkowski will look into the details.

Approval of the Agenda: Anglewicz motioned to approve the agenda with permission to talk about the debit card in The Financial Report(item c). Hull seconded and all AYE.

Approval of the Minutes: Sager motioned to approve the August Minutes, Anglewicz seconded, and all AYE.

Financial Report:

- A. Monthly Expenses- Anglewicz motioned to accept the outstanding monthly expenses, Hull seconded, and all AYE.
- B. Investment Update- At the end of September some of the investments will come due and will need a discussion of what to do with the funds. This will be discussed at the October meeting.
- C. Debit Card- Anglewicz motioned to have Jan Dillaha pursue a debit card, in the Library's name, at CNB. It would be funded in the 1433 account and a \$10,000 monthly balance would be kept.

Director's Report: A Dungeons & Dragons Club for teens is now being offered with an adult Club being considered. Rutkowski met with Jennifer Perrault, principle of the ILS elementary school, and we are now partnering on a "Paws and Read" program, to replace the "Catch a Tale Story Night" from last year. We will hold two Kindergarten tours and one 6th grade tour of the library. Rutkowski praised the Thorndike Large Print Subscription and would like to add the nonfiction subscription also. A few unusual circumstances regarding patrons have been encountered lately and Rutkowski will speak with Gordon Temple about how to proceed with these concerns. Background check concerns were discussed. The window and door seal troubles were addressed and will be looked into as will the spider troubles. Rutkowski will look into the cost of both issues.

Friends of the Library: The MaJong tournament will be September 21. Nation Friends of the Library week is October 15-21. The Friends membership drive will be in the winter newsletter. The Used Book area is awesome!

Old Business:

- A. M&M Wall Damage Repair- Waiting on grant results. But before excavating, they must inspect the drain pipe.
- B. Security Cameras-on hold until grant results.
- C. Outlying Townships & Service Contracts- Rutkowski will redo the letter to the townships.
- D. Downtown Street Lighting Reimbursement- The library received \$500+ reimbursement.

New Business

- A. Staff Evaluations- Sager motioned to increase Toni's wages from \$13 to \$14 per hour, based on her 3 month performance evaluation. Cole seconded, and all AYE.
- B. Phone Line Addition-Check with Spectrum and see what the township offers.
- C. Strategic Planning "Retreat" Day- December 13th 12-5 . Close the library at 12 that day for the meeting.
- D. Policy Committee Meeting Date- October 24 at 3:30. After this meeting, they will be held on the 4th Tuesday at 3:30.
- E. Pocket Park Committee Meeting Date- October 31st at 11:00. Get signed addendum stating that the library will be 100% financially responsible for the Pocket Park and its maintenance.
- F. Fundraising- Look into Brick suppliers for fundraising and speak with people from the Shrine and Petoskey Library to see who they used.
- G. Meeting Room-Schedule a Building Maintenance Meeting to discuss the Meeting Room, addendum, drainpipe inspection, etc.
- H. Fiscal Agency Attorney Response- Attorney suggests to just pay to have the audit done.
- I. Carbon Monoxide Detectors- address in Building Maintenance meeting.
- J. Building Security Issues- Anglewicz motioned that the IRAL Board does not authorize the library employees to leave the building unlocked after hours.  
Cole seconded, and all AYE.
- K. Flexible Work Agreement- Tabled for now.
- L. October 15-21-Promote the Friends of the Library.
- M. February Meeting Conflict- Change location to the Library Meeting room.

Public Comments: Maves addressed concerns about office accessibility. Maves also praised Rutkowski and the board for a job well done.

Board Comments: None

Sager motioned to adjourn at 6:40, Harrington seconded, and all AYE.