

INDIAN RIVER AREA LIBRARY

Board Minutes

November 21, 2023

Meeting called to order at 3:38.

Present: Kathy Cole, Patty Hull, David Hill, Jill Sager, Elise Harrington, and Kelsey Rutkowski.
Absent: Sue Fisher-excused. Guests: Trudy Maves, Cathy Campbell, Helen Miller, and Kristina Moutrie.

Public Comment on Agenda Items: None

Sager motioned to approve the agenda, Hull seconded, and all ayes.

Sager motioned to approve the October 17, 2023 minutes with the addition to Board Comments, the words "township agreements", to finish the sentence. Hill seconded and all ayes.

Financial Report: Sager motioned to accept the financial report, Harrington seconded, and all ayes. Rutkowski will inquire about receiving investment updates from CNB.

Director's Report: The Halloween celebration was very well attended - planned on around 150- had at least 440! Thank you to the Kiwanis for donating toward our goodie bags that were given out. The library is no longer a member of the Public Library Association as it was not of much value for our specific area. The Kindergarten class visits were a success and are planning on this being an annual event. The letters to the outlying townships were mailed. Paleo Jim will come in March for free after the schedule mix up in November. At the MLA meeting, it was suggested to have an Emergency Plan put in place in the event of an emergency.

Hill motioned to reimburse Rutkowski for travel to/from the MLA Conference in Kalamazoo, at the official IRS rate, Cole seconded, and all ayes.

Friends of the Library Report: The membership drive will go out with the library newsletter and will raise from \$10 to \$25. Homebound delivery has resumed until May. The service covers Tuscarora, Ellis, Burt, Walker, and Koehler townships. The Friend's Mahjong tournament fundraiser will be named The Annual Karen Hill Mahjong Tournament.

Old Business:

- A. Policies- Hull motioned to approve the Circulation Policy as presented with the amendment to the 3-D policy, Cole seconded, and all ayes. Sager motioned to approve the financial policy as written, Harrington seconded, and all ayes.
- B. Library Phone Line- The township switched the Library phone lines from Spectrum to Uptime VoIP without our consent. Sager motioned to cancel the Uptime VoIP change and switch back to Spectrum to allow Rutkowski time to investigate the cost differences. Harrington, seconded and all ayes.

- C. Pocket Park- Future meetings have been tabled until the township board makes a decision. Hill motioned that the library is only interested in the location on the South side of the building and not the North side. Sager seconded and all ayes.
- D. Policy Committee Meeting- The meetings will be on the 4th Tuesday at 11:00, in the library. The next meeting is November 28.
- E. Notary Public- Rutkowski will look further into the details of offering this service at the library.

New Business:

- A. Q&A with Clare Membiela- Harrington motioned to move forward with Anne Seurnyck(lawyer at Foster, Swift, Collins & Smith PC) to write a letter to Tuscarora Township regarding their statutory obligations, including but not limited to financial obligations. Sager seconded and all ayes.
- B. State Aid Statistics 2021-2022- Discussed the comparisons of library salaries in our class.
- C. Reciprocal Borrowing Agreement- Hull motioned to approve the “Northland Library Cooperative Reciprocal Borrowing Agreement “, Cole seconded, and all ayes.

Public Comment-Maves suggested looking into the financial procedures with the township with regard to bill paying, check issuance, cash receipts, etc.

Board Comments- Hill inquired about the responsibility of late payments made by the township.

Cole motioned to adjourn at 6:04, Sager seconded, and all ayes.