

## INDIAN RIVER AREA LIBRARY

Board Minutes

December 19, 2023

Meeting called to order at 3:30.

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

Guests: Trudy Maves, Cathy Campbell, Christina Moutrie, Jan Dillaha, and Ron Odenwald.

Public Comment on Agenda Items: None

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

Sager motioned to approve all of the minutes with an amendment to the Special December 5th meeting, changing the meeting end from 11:23 pm to 11:23 am.

Hull seconded and all AYE.

Financial Report: Monthly expenses-Hull motioned to accept the monthly expenses for the amount of \$6560.07, Harrington seconded, and all AYE.

Investment Update- Hull motioned to remove Jim Anglewicz (former treasurer) from the CNB investment account and add Sue Fisher(treasurer), Harrington seconded, and all AYE. Hull motioned to remove Jim Anglewicz (former treasurer) from the MIClass account and add Sue Fisher(treasurer), Hill seconded, and all AYE.

Directors Report: Rutkowski reported that the Christmas event at the library was a huge success. It was suggested to put a wireless headset on the Friends wishlist to make these events easier for all to hear. Paleo Joe has been rescheduled for March 2024. Discussion was held on developing a current masking and Covid policy.

Sager motioned to raise Toni's current wage up a dollar and add one work week of PTO, following her successful evaluation. Hull seconded and all AYE. Rutkowski is working with Barry on gathering information to upgrade the WI-FI in the building. Once the information is received, it will be discussed with the township board.

Friends of the Library: Sager reported that the friends gifted the library employees gift certificates from Northstar Nursery, they paid \$753 for the mailing of the Newsletter, and that they are looking into a 501C.

Old Business:

- A. Policies-Hull motioned to accept the News Media Relations Policy as presented, Harrington seconded, and all AYE. Sager motioned to accept the Notary Service Policy as presented, Cole seconded, and all AYE. Sager motioned to accept the Misplaced Items Form, Hull seconded, and all AYE. Hull motioned to accept the Professional Conduct Handbook Amendment, Cole seconded, and all AYE.

- B. Library Phone Lines- Will be discussed further in the January meeting when more information is presented.
- C. Financial Procedures- A meeting will be held on December 21 to discuss the financial procedure changes with the township.
- D. Policy Committee Meetings- 1st Tuesday of the month at 11:00
- E. Outlying Township Service Contracts- discussed adding benefits to residents and will be voted on at the January Meeting.
- F. Tuscarora Township MEDC Grant- still being reviewed.

New Business:

- A. Board Meeting Date Change- Leave as is for now.
- B. Oath of Office- Already completed.
- C. Trustee Training Opportunities-members were given a list of dates and times.
- D. IRAL Five Year Strategic Plan 2024-2029- Yearly jobs to tackle and then the progress will be presented at the monthly meetings.

Public Comment: Trudy Maves inquired about the public access to the Library Strategic Plan-at the circulation desk—Phone contract currently month to month—yes—Policies on the website—yes. Cathy Campbell suggested that Fisher take board minutes when going to the bank to change names in the account and asked about the township meeting room being reserved every Thursday night. Jan Dillaha inquired about the bike being parked in front of the entrance bench and suggested another parking spot for it. Odenwald inquired about the responsibility of shoveling and salting the entrances and the entry bulletin board. He also discussed trying to get Fisher BSA access, and background checks,

Board Comment: Hill inquired about the minutes procedures.

Cole motioned to adjourn at 5:26, Sager seconded, and all AYE.