

Indian River Area Library
Board of Trustees meeting
January 26, 2026
3:30 p.m.

Pledge

Call to order and roll call

Call to order at 3:35 p.m.

Present: Helen Miller, Kristina Moutrie, Sherry Brzezinski, Greg Rotter, Kris Olson

Excused: Elinore Barney

Public comments on Agenda Items

Jon Webb proposed adding a discussion about staff bonuses to the agenda. It was suggested that a plan be developed and then put on agenda for the next meeting.

Approval of Agenda

Kris moved to approve the agenda as presented. Kristina seconded. All in favor.

Approval of Minutes

Helen moved to approve December minutes with the correction of line 3, sentence 2 of Directors report; the word "decrease" to "simplify". Kristina seconded. All in favor.

Financial Report

1. Due to increase in health care costs for the Director the Board must amend the Employment Contract and Budget.
 - A. Helen moved to amend the Employment Contract, article 4, paragraph 2 to reflect the increase in health care costs from \$275.00 to \$350.74 per month. Kris seconded. All in favor.
 - B. Kris moved to amend the Budget to accommodate the change in health care costs for the Director from \$275.00 to \$350.74 per month. Kristina seconded. All in favor.
2. 20 bills were presented for a total of \$13108.71. Expenses included book bags from the Library Store, library supplies, signage and shelving from Demco, Cheboygan Daily Tribune, Center Point large print and a bill from North by Nature. The North by Nature bill will be reimbursed by the Reading Garden fund. Kelsey will be applying for the enhancement grant from Northland Cooperative to help cover the shelving expenses. Helen moved to approve expenses as presented. Kristina seconded. All in favor.
3. Investments continue to do well. Reports attached to the board packet.

Friends of the Library

1. Will work on improving communication with the community concerning memberships, and programs. Plan to implement a quarterly newsletter.
2. FOL will begin to do background checks on all board members who handle funds.
3. Plan to begin having quarterly fundraisers. The first to possibly be in May at Crooked Vine Winery for Wine and Friends.
4. Since the Christmas party was a success the FOL plans to make this an annual event.
5. Reading Garden update
 - A. Received an estimate for powder coating of 5 benches and 2 light posts for \$3400.00-\$3700.00.
 - B. February 10th Mary Richardson from North by Nature coming by library to review plans for Reading Garden.
6. The next FOL meeting is February 10.

Director's Report

1. The Winter Reading Olympics Program started Jan. 1st and ends Feb. 7th.
2. Loretta will be retiring and last day is February 25th. Loretta will become the new Substitute for the Library.
3. The job posting for a new Youth Librarian was put on the Library website, [Indeed.com](https://www.indeed.com), and Library social media pages. 35 applications were received, out of which 7-10 good applications were chosen. Kelsey plans to start contacting people for interviews this week.
4. The State Aid Report has been completed.
5. A new project has been started to clean up book records.
6. New shelving is up and being used in the Young Adult area.
7. Kylie will be learning to use Cricut.
8. The Q3 budget adjustments have not been completed due to Twp. Treasurer unable to assist Kelsey at this time. She plans to have the next budget adjustments done in March.
9. Chamber Award Ceremony Dinner being held January 31st.
10. The March theme for the Library will be Cats. Kelsey plans to invite the Cheboygan County Humane Society to the Library to provide kitten cuddling, and possibly a talk about "Caring for your Cat". There will be a cat themed movie, and DIY projects of cat toys and tie blankets. Blankets will be donated to the Humane Society. Kelsey presented a plan to encourage Patrons to send in pictures of their cat and have over do fines forgiven.
 - A. Helen moved to approve forgiving overdue fines for sending in a cat picture during the March Program. Kris seconded. All in favor.

Old Business

1. Building Maintenance Update

- A. The Township Board approved the bid from Ballard's Plumbing & Heating for the new heat exchangers, at the cost of \$29,052.00. Copy of Bid in board packet.
- 2. Pool Account
 - A. There has been no reply from the Township Board concerning the letter requesting the Township Board to remove Library funds from the pool account. The letter was personally delivered to Township Office by Library Board President in December, 2025. A second letter will be Personally delivered by the Board President ASAP. Kelsey was asked to Contact Library attorney to inquire about cost of assisting the Library Board in getting Library funds removed from Township pool account.
- 3. Policies
 - A. Director requesting the Board to amend the Inclement Weather Closing Policy. To amend section #4, paragraph B, removing the closing limit of only 4 days per fiscal year and the entire last sentence of paragraph B. Helen moved to amend Inclement Weather Closing Policy, section #4, paragraph B. Kris seconded. All in favor.
 - B. The director will be making the Law Enforcement Record Request and Search Procedure available in the Library for the staff.

New Business

- 1. Copy of all 2026 Library Board meeting dates in board packet.
- 2. 2025 Library Audit results available in board packet.
- 3. Kelsey is requesting an official letter from the Library Board verifying the number of years worked at IRAL. The letter will help her obtain level 1 status for the Michigan Library Staff Certification. Kelsey was asked to write the letter and bring it to the next meeting to be signed by the Board President.

Public Comment

Jon Webb stated that it is vital that nonprofits all work together in small communities.

Board Comment

None

Adjournment

Helen moved to adjourn at 5:10 p.m.

Respectfully submitted,
Sherry Brzezinski, Secretary