

# Meeting Minutes



**Call to order.** The regular meeting of the Coleman Area Library Board of Trustees was called to order at 7:00 pm on Tuesday, May 21, 2024

## Members Present

\_\_Y\_\_ Board Chairman: Nancy Robison      \_\_Y\_\_ Board Vice Chairman: Thomas Coon  
\_\_Y\_\_ Treasurer: Maureen Middleton      \_\_Y\_\_ Board Secretary: Greta Tigner  
\_\_N\_\_ Trustee: Annetta Scott      \_\_Y\_\_ Trustee: Linda Anthony  
\_\_Y\_\_ Director: Gale Nelson      \_\_Y\_\_ Asst. Director: Amy Comber Gross

Guests: Jennifer Shelby

**Members Absent:** Annetta Scott

**Public Comment:** Jennifer Shelby from United Bay Community Credit Union brought paperwork for board members to be added as signatories for the UBay accounts.

**Approval of April Minutes.** It was moved by Linda Anthony to approve the meeting minutes from April, 2024. Seconded by: Thomas Coon. All yes, motion carried.

**Approval of May 8, 2024 Special Meeting Minutes.** It was moved by Thomas Coon to approve the special meeting minutes from May 8, 2024. Seconded by: Linda Anthony. All yes, motion carried.

**Approval of Treasurer's Report.** It was moved by Maureen Middleton to approve the treasurer's report from May 2024. Seconded by: Linda Anthony. All yes, motion carried.

**Approval of Bills.** It was moved by Linda Anthony to pay the May 2024 bills. Seconded by: Maureen Middleton. All yes, motion carried.

**Director's Report.** A general library update was given. See attached report.

## Unfinished business.

1. An update was given regarding the recent banking issues with Huntington Bank.

## New business.

1. Announcement was made that Board training is available from our library cooperative, MidEastern Michigan Library Cooperative. Board will consider and set date if desired.

2. Payroll Services - It was moved by Linda Anthony to hire Inova Payroll from UBay Credit Union to do employee payroll for Coleman Area Library staff. Seconded by: Maureen Middleton. All yes, motion carried.
3. Discussion was held regarding adding Linda Anthony as an additional Quickbooks user for added level of oversight on the Library's bookkeeping. Anthony agreed and will be added to the account by the end of June 2024.
4. Discussion was held regarding the recent completion of the Audit for fiscal year 2023. The audit went well.
5. Patterson Plumbing performed the back flow prevention test earlier this month.
6. The City of Coleman will be installing a new water meter on May 24, 2024.
7. Discussion was held regarding staff contract. Voting was tabled until next meeting.

**Announcements.** Next Board Meeting will take place on June 18, 2024

**Adjournment.** It was moved by Thomas Coon to adjourn the meeting on May 21, 2024 at 8:12pm. Seconded by: Maureen Middleton. All yes, motion carried.

Respectfully submitted, Amy Comber Gross, Assistant Library Director

## **Assistant Director Report for May 2024 Library board meeting**

### **Events and Programs:**

1. We had 35 people take part in our “Mom’s Day Mugs” craft activity, plus an additional 30 people from the Coleman Sparks group, for a total of 65 participants. Mugs for the craft were generously donated by Leah’s Korner Kafe. Felt for the Sparks craft was generously donated by Michelle Karl, Hannah’s mom. Thank you!
2. We have 62 kindergarteners visiting the library this coming Thursday, divided into 3 groups. They will hear a story and get a short library tour.
3. The Summer Reading Program will begin June 1. The theme this year is “Adventure Begins at Your Library” and it will be open to all ages. We have fun and educational program and events lined up for each week in June and July. We are very grateful for the generous donations and support from local businesses and individuals again this year.

### **Grants:**

1. Dollar General grant: We were awarded \$1200 from Dollar General to use for our Summer Reading Program. We can apply for this grant again after 3 years.
2. Amy has applied for a grant for farming and agriculture books and eBooks to add to our collection from Rob-See-Co, a farming/seed supplier. We will get the determination in October.

### **Training:**

1. Staff have received training on the new online card catalog and mobile app. The new catalog is very user-friendly with several features that our patrons will enjoy. The catalog was scheduled to go live in mid-May, but this has been pushed back due to customization requests from other VLC libraries.
2. Staff will receive refresher training from Amy this week for ReadSquared, our summer reading software and we’ll go over a review of everything related to the summer programs.
3. Amy has been working on viewing the training videos provided by Quickbooks to learn how to use the software.