

# Meeting Minutes



**Call to order.** The regular meeting of the Coleman Area Library Board of Trustees was called to order at 7:02 pm on Tuesday, November 19, 2024

## Members Present

  N   Board Chairman: Nancy Robison        N   Board Vice Chairman: Thomas Coon        Y   Trustee: Linda Anthony  
  Y   Treasurer: Maureen Middleton        N   Board Secretary: Greta Tigner        Y   Trustee: Jason Lewis  
  Y   Director: Amy Comber Gross

Guests:   Hannah Karl  

**Members Absent:**   Nancy Robison, Thomas Coon, Greta Tigner  

**Public Comment:**   None  

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

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

**Approval of Bills.** It was moved by Maureen Middleton to pay the November, 2024 bills. Seconded by: Jason Lewis. All yes, motion carried.

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

**Unfinished business.** None

## New business.

- a. The budget will be reviewed and voted on during a public hearing at the Annual Meeting on December 17, 2024.
- b. Discussion was held regarding assignment of "Director Annual Performance Review" committee. This was tabled until the December meeting.
- c. Discussion was held regarding guidelines for 1099 Independent contractors vs. employees of the library. Further research will be conducted.
- d. Review of the annual Insurance Policy quote: It was moved by Linda Anthony to accept the Insurance Policy Quote & Bind request in the amount of \$8081.00 effective January 1, 2025. Seconded by: Jason Lewis. All yes, motion carried.

**Announcements.** Next Board Meeting will take place on December 17, 2024

**Adjournment.** It was moved by Jason Lewis to adjourn the meeting on November 19, 2024 of the Coleman Area Library Board of Trustees at 7:29 PM. Seconded by: Maureen Middleton. All yes, motion carried.

Respectfully submitted, Amy Comber Gross, Library Director

## Director Report for November 2024 Library board meeting

### Events and Programs:

1. In addition to the increased number of people visiting the library for programs and events the library has also checked out an additional 390 books in Oct 2024 vs. Oct. 2023. Overall we've had an increase of over 15% YTD between 2023 and 2024.
2. We recently had a "Perler Bead Bookmark Craft" in November. The beads were donated by Michelle Karl of Glued and Tattooed Woodwerx.
3. Our Adulting 101 series continues to have steady attendance. November's class was about Finances and was taught by Emily Burgess of United Bay Community Credit Union.
4. Our next big event is the Minute to Win It Competition. This will be a fun series of challenges to complete as a team in a minute or less. This will take place on Friday, Nov. 22. Upcoming in December we will have a Tree Ornament craft taught by Amy and a visit from Santa (with hot cocoa and candy donated by Wendy).

### Staff news:

1. Our Pumpkin Painting competition, Halloween trivia night and Trick-or-Treating were all well attended and enjoyed by all participants. Hannah created and was the MC for the trivia night, while Ashlynn and volunteer Delilah helped with Trick-or-Treating.
2. Amy represented the library at the SPARKS "Lights On After School" event in October
3. Amy attended Township meetings for Warren, Geneva and Edenville and shared library info at each.

### Building Maintenance and Grounds:

1. The Train mural in honor of Gene Robinson is completed and a brass plaque "In Memory of Gene Robinson" has been hung. The STEM learning panels have been very popular with kids and we see a lot of happy smiles as they play with the different panels.
2. New Memorial Tree leaves have been added for the 2024 donations. Donations are always welcomed. Donations of \$100 will be honored with a Bronze leaf, \$200 equals a Silver leaf, and donations of \$500 and above will be honored with a Gold leaf.
- 5.

### Finances, Grants & Donations:

1. Amy is almost done with the annual State Aid report
2. A generous donation was received from Mr. Grabowski in memory of Dolores White.
3. The library was successful in our grant application and has been awarded the Pilcrow Foundation matching grant for children's books.
4. Payment was received from Edenville Township for library services.