

Fowlerville District Library Board of Trustees Minutes

January 26, 2021 7:00pm (Zoom) Regular Annual Meeting

I. **Call to Order**- 7:00 pm meeting was called to order by Salgado.

II. **Roll Call** - Ridenour, Woods, Landek-Salgado, Smith, Kernozek, D. Cornett, Swain-Kuch.

Staff: Director- Ellen Peters, Recording Secretary - Mary Hudson

III. **Opening Remarks** - This Board meeting is being held electronically to remain in compliance with the MDHHS revised emergency order. Salgado welcomed our new Director Ellen Peters to her 1st Board meeting and D. Cornett, Swain-Kuch as new Trustees.

IV. **Approval of Agenda** - Woods made a motion to approve the agenda as amended. 2nd by D. Cornett. Roll call of all in Favor. Ridenour-yes, Woods- Yes, Landek-Salgado-yes, Smith- yes, Kernozek- Yes, D. Cornett-Yes, Swain-Kuch-Yes. - Motion carried.

Agenda Amendment: Under New Business add e. Trustee family members engagement with staff.
Add f. Oath.

V. **Greg Clum** - Clum presented audit report from 7:10-7:41.” Everything is in accordance with generally accepted accounting practices with no irregularities.”

*Clum “praised the oversight capacity of the Board on financial matters.”

* Firm has been preparing our audit for the past 10 years.

* Salgado stated from Article III, section 3. Of the FDL by-laws ‘the FDL Board shall obtain an annual audit by an independent certified public accountant selected by the Board ‘

**** In the past the FDL Board has not been given the opportunity to select the auditor. Moving forward the FDL Board will be selecting an independent certified public accountant to obtain the annual audit.**

VI. **4th of July Committee** - Brandon Denby proposed setting up a Memorial to honor local Veteran’s inside the Library, changing out exhibits, hosting of events, educational purposes, etc. Peters will work on a policy for community displays as a whole. Issue was tabled with Denby agreeing to meet with Peters and come back to a future Board meeting with a proposal.

VII. **Call to the Public** - Mike Grimm spoke to welcome the new director, Ellen Peters.

VII. **Approval of Minutes** – Landek-Salgado made a motion to approve the Dec.15, 2020 minutes as presented. 2nd by D. Cornett. Roll call for all in favor: Ridenour-yes, Woods-yes, Landek-Salgado-yes, Smith-yes, Kernozek-yes, D.Cornett-yes, Swain-Kuch-Yes. Motion carried.

IX. Financial Report, Approval of Bills -

a. Amended December 2020 – Salgado made a motion to approve the Dec. 2020 amended bills due to an early meeting on Dec.15 2020 in the amount of \$16,029.56. 2nd by Smith. Roll call for all in favor. Ridenour-yes, Woods-yes, Landek-Salgado-yes, Smith-yes, Kernozek –yes, D. Cornett –yes, Swain-Kuch-yes. Motion carried.

b. January 2021 - Woods made a motion to approve the bills in the amount of \$43,534.53. 2nd by D. Cornett. Roll call for all in favor. Ridenour-yes Woods-yes, Landek-Salgado-yes, Smith-yes, Kernozek-yes, D. Cornett-yes, Swain-Kuch-yes. Motion carried.

New Director

The new Director Ellen Peters joined the FDL on Jan. 4, 2021. Ellen hit the ground running with new ideas, programming and strategic planning for the library. Her second day at library Ellen spoke with Mark Ridenour about getting a new program started that will move us forward with technology and will be of interest to all ages. Mark volunteered his time to help get this program up and running. The supplies has been ordered, Zack has the set-up done and will work with Zoe and a few volunteers to get the program running smoothly.

X. Library Director's Report - Peters gave a report of months activities.

- A. Proposed offering Holiday pay to part time workers.
- B. 21 hr. per week predates this Board & may not be appropriate for the current staff. (vacation)
- C. 2 year waiting period for vacation could be eliminated.
- D. Director has eliminated the financial deposit required to register for programs as it might be a barrier for some.
- E. Would like to add additional story time such as a baby lap-sit and toddler story time drop in basis in addition to current story time operated on the preschool model.
- E. Director wants Website redone and suggests adding short bios and photos of Board members.
- F. Looking for input on Mission and Vision Statement for the Library with a 5 year strategic plan and feedback.
- G. 5 WIFI Hot Spots received through a grant will be available to check out & take home in as little as 2 weeks.
- H. Looking into a 501c3 status which would allow us to do fundraising and receive bigger grants.
- I. Peters attended the FBA zoom meeting, the 4th of July committee meeting and agreed to be a judge at the annual chili cook-off
- j. Submitted the State Aid Report.

XI. Committee Reports -

-Woods reported that Lawyer has drawn up a 125 Cafeteria Plan for withdrawing pre-tax monies. Woods will seek more clarification before adoption of plan.

- Woods would like to waive the 60 day wait for Director to receive medical benefits. Cornett makes

motion to start medical benefit Feb.1 2021 for Ellen Peters.2nd by Woods. Roll call for all in favor. Ridenour-yes, Woods-yes, Landek-Salgado-yes, Smith-yes, Kernozek-yes, D. Cornett-yes, Swain-Kuch-yes. Motion carried.

XII. Old Business - none

XIII. New Business

a. **Election of Officers for 2021**- Teller Report Attached.

President- Melissa Landek-Salgado

Vice President- Terri Ridenour

Treasurer- Diana Woods

Secretary- Diane Kernozek

b. **Feb. 2021 – Jan. 2022 Regular meeting schedule** - The FDL Board will hold meetings on the fourth Weds. of every month at 6:30 pm with the exceptions of Nov. and Dec. in the FDL program room or by Zoom. Meeting information will be posted on the FDL website, bulletin board and FB page. See attached sheet for dates.

c. **Holiday Closings**

i. **Policy212** – Holidays are to be scheduled at the fiscal meeting in June according to the FDL By-Laws.

**** In the past, Holidays and the regular meeting schedule was voted on at the Dec. meeting which was not in compliance with the FDL By-Laws.**

ii. **Set schedule** – Holidays were scheduled through June of 2021.

President's Day 2/15/2021

Memorial Day Weekend Saturday 5/29 – Monday 5/31/2021

d. **Board Orientation** – Once the MDHSS order allows, the new trustees will have a tour of the library and its functions, meeting staff, going over policies and Trustee Manual.

e. **Trustee family members engagement with staff** - Swain expressed concern that family members could intimidate the new Director and would like to ensure the proper chain of command with staff reporting to the Director and then Director reporting to the Board.

f. **Oath** 4 of a 7 member Board were newly elected. All Trustees had their Oaths of Office administered by a Township Clerk or the Fowlerville Village Clerk.

Diana Woods- Re-Elected

Meghan Swain-Kuch

Melissa Landek-Salgado

Doug Cornett

XIV. Adjournment - Woods moved to adjourn the meeting at 10:08. 2nd by D. Cornett. Roll call for all in favor. Ridenour-yes, Woods-yes, Landek-Salgado-yes, Smith-yes, Kernozek-yes, D. Cornett-yes, Swain-Kuch-yes. Motion carried.

Respectfully Submitted By,

Board Secretary - *Terri Ridenour*

Next Board Meeting

Feb. 24, 2021 6:30pm