

Fowlerville District Library Board of Trustees Minutes

June 23, 2021 6:30 pm

1. Call to Order:
 - a. Call to order was made by Landek-Salgado on June 23, 2021 at 6:30pm.
2. Roll Call:
 - a. Ridenour-absent, Woods-present, Kernozek-present, Smith-arrived at 6:35pm, D. Cornett-present, Swain-Kuch-present, Landek-Salgado-present.
3. Approval of Agenda:
 - a. Approval of the June 23, 2021 agenda was made by Woods and 2nd by Kernozek. All were in favor.
4. Call to the Public:
 - a. None
5. Approval of May 11, 2021 Minutes:
 - i. A motion was made to approve the May 26, 2021 minutes as amended by Swain-Kuch, 2nd by D. Cornett. All were in favor.
6. Financial Report:
 - a. Swain-Kuch made a motion to approve bills in the amount of \$65,418.71, 2nd by Smith. Yes: D. Cornett, Kernozek, Smith, Swain-Kuch. No: Landek-Salgado 5-yes 1-no. Motion passed.
 - i. Woods questioned the charges to the Discover card journal for a Microsoft 365 family plan for Conner Haines' computer. Director Peters explained that the computer that was purchased from Costco for Conner Haines' use did not come equipped with Microsoft 365. Landek-Salgado mentioned that in March a Microsoft 365 family plan was purchased for use on 6 computers, Director Peters also purchased 18 academic Microsoft 365 plans through The Library Network in June. With these new June purchases we now have it purchased for 30 computers in total. Director Peters is going to contact Microsoft and see about a credit or return since she was unaware the family plan was charged.
 - ii. Landek-Salgado questioned the account the PS4 video game purchases under the Amazon journal were assigned to. Director Peters informed the board that 2 Nintendo Switches were purchased last month for the library of things and that those games were for that purpose. The funding will be coming out of the collections for that purpose. Landek-Salgado stated that spending is outpacing public availability and that spending should stop, unless for a specific program, until what has already been purchased is cataloged and out for the patrons to use.
 - iii. Landek-Salgado mentioned that policy 220 was not followed when Michigan Library Association memberships were purchased.
 - iv. Landek-Salgado also wanted it noted that by not going with a professional lawn company the library has now purchased a new lawn mower, trimmer line and pays for lawn mower gas.
7. Library Directors Report:
 - a. Fun in the Ville and the Fishing Event were great hits, Director Peters stated that the staff and her have made notes on how to improve for next year.

- b. There has been an increase of patrons attending programs. Director Peters stated that they have a giant list of programs they would like to run in the fall and might have to move some into winter programs.
 - c. With the restrictions being lifted the library is gearing up to run in person programs starting in the fall, with offering a hybrid version the rest of the summer. They are looking to possibly add in a music program.
 - d. Director Peters has not received the formal report from the structural engineer that she was waiting on, but when she receives it she will pass it along to the board.
8. Committee Reports:
- a. Survey Committee:
 - i. Biggest age range of survey takers was the 31-60 age group for adults and 5–12-year-old for the children.
 - ii. The graph for the library card was kind of hard to read. When it was first done 2 of the sections were listed twice for an odd reason and they were unable to be removed. The results for the graph are as noted below.
 - 1. Yes, once a week 32.9%
 - 2. Yes, once a month 45.5%
 - 3. Yes, twice a month 45.5%
 - 4. Has a card but does not use it 57.5%
 - 5. Does not have a library card 18.7%
 - iii. When asked about the hours that people would like to see the library open, most people would like to see the library open later in the evening and until at least 4 on Saturday and Sunday.
 - iv. When we asked about the resources the library offers, they were asked to rate them on a scale of 1-5 with 5 being the highest and 1 being the lowest. When doing the survey online the “Borrowing of Materials” got left off and was not noticed until Kernozek went to put in the paper survey, even after having several eyes look the survey over before it went public. But with the paper survey a large majority of the patrons indicated that borrowing of material was of importance, Kernozek has no doubt that the online survey would have been the same.
 - v. A lot of the patrons get their information about programs and such through their email and the library website with social media and the newspaper following close behind.
 - vi. The top 3 programs of interest are: crafting, art and photography. The next survey question was what hours work best for people to come enjoy these programs. 75% of the patrons who took the survey say that evenings between 5pm-9pm work best for them and weekends between 9am-9pm
 - vii. When it came to what people would like added onto the library an outside gathering space was number one with 57.1%, followed by a makers space with 43.9%, teen hangout was number 3 at 40.2% study rooms was number 4 at 38.1% children’s area was 5 at 36% and recording studio was number 6 and only came in at 9.5%.
9. Old Business:
- a. Barn, Rajala Quote

- i. J. Rajala Construction and Restoration has not sent over the quote yet. The employee who works the quotes up had an emergency. But will send it over as soon as she gets the quote finished.
- ii. D. Cornett asked if there was an established committee regarding the barn, both Woods and Landek-Salgado stated that the committee was formed when David Campbell was president. The committee was reviewed at the April 28, 2021 Board Meeting and consists of Ridenour, Woods and Landek-Salgado.

10. New Business:

- a. Adopt 2021-2022 Proposed Budget:
 - i. A motion was made to adopt the 2021-2022 Proposed Budget by Woods and 2nd by Smith. All were in favor.
- b. Holiday Closing:
 - i. A motion to accept the proposed holiday closings was made by Landek-Salgado and 2nd by Smith. All were in favor.
- c. Commercial Insurance Policy:
 - i. A motion to accept the Hartland Insurance Agency's insurance policy in the amounts of \$1,170 for the director and office policy and \$3,400 for the building policy was made by Woods and 2nd by Swain-Kuch. All were in favor.
- d. Sign Committee:
 - i. Landek-Salgado would like to form a sign committee to work towards getting a new sign for the library.
 - 1. Swain-Kuch and Smith will be on this committee.
- e. Auditor Search:
 - i. Woods started a list of auditors to investigate and will report back to the board with recommendations. One proposal already.
- f. 300 Policies:
 - i. A motion was made to table the 300 policies until July to give the board adequate time to review the policies by Landek-Salgado and 2nd by D. Cornett. All were in favor.
 - 1. There were questions raised about the wording in the policies and stuff that had been removed that the board thought should be reinstated into the policies.
 - 2. The several of the Board member made mention that they would also like the policies to state 40 hours a week with nights and weekends required.

11. Adjournment:

- a. A motion to adjourn at 8:21pm was made by Smith and 2nd by Swain-Kuch. All were in favor.

Next Board Meeting

July 28, 2021 at 6:30pm