

## Fowlerville District Library Board of Trustee Minutes

August 25, 2021 6:30pm

- I. Call to Order:
  - a. Call to order was made by Landek-Salgado at 6:30 pm.
- II. Roll Call:
  - a. Smith- Present, D. Cornett- Absent, Swain-Kuch-Present, Ridenour-Present, Kernozek-present, Woods-Absent, Landek-Salgado-Present.
- III. Approval of Agenda:
  - a. A motion to approve the August 25, 2021 agenda was made by Kernozek and 2<sup>nd</sup> by Smith. All were in favor. Motion passes.
- IV. Call to the Public:
  - a. No public spoke during the call to the public.
- V. Approval of August 4, 2021 Minutes:
  - a. A motion was made by Landek-Salgado to approve the August 4, 2021 open session minutes and was 2<sup>nd</sup> by Ridenour. All were in favor. Motion passes.
  - b. A motion was made by Ridenour to approve the August 4, 2021 closed session minutes, 2<sup>nd</sup> by Kernozek. yay: Smith, Ridenour, Kernozek, Landek-Salgado. nay: Swain-Kuch. Motion passes.
- VI. Financial Report, Approval of Bills:
  - a. A motion was made by Ridenour to approve the amended budget from July 1<sup>st</sup> 2020 to June 30, 2021, was 2<sup>nd</sup> by Smith. yay: Smith, Ridenour, Kernozek, Swain-Kuch. nay: Landek-Salgado. Motion passes.
  - b. A motion at this time was NOT made to approve the bills in the amount of \$50,540.76.
  - c. Landek-Salgado had questions about the profit and loss statements and line items, such as contractual labor, that were unclear.
  - d. Fowlerville District Library's Administrative Coordinator Jennifer Kulman will be sending over the financial journals on the line items in question to better help the board understand the reason why the line items are not making sense.
- VII. Library Directors Report:
  - a. Director Peters stated that the library will be participating in the Fall Festival on September 11 and will have a booth set up. The library has also seen an increase in the use of Overdrive vs. Axis360.
  - b. Director Peters also mentioned that she has been working on the Strategic Plan with Melissa and Diana, and that Connor and Strom have created a new Teen Zine.
  - c. The staff have planned 174 programs for the fall and that is triple the 2019 pre-COVID numbers.

- d. Director Peters asked the board to allow the library to let Sam Stawara come to the September board meeting and do head shots for the board members, as well as photos around the library for the website.
    - i. Smith made a motion to hire Sam Stawara to do head shot photos of the board of trustees during the September Board of Trustees Meeting 2<sup>nd</sup> by Kernozek. All were in Favor. Motion passes.
  - e. Director Peters also submitted her goals to the board for the next month.
    - i. One of Director Peters' goals is to have the staff drug testing and background checks completed in September.
      - 1. Landek-Salgado made a motion to go with a 5-panel drug test from Concentra was 2<sup>nd</sup> by Smith. yay: Smith, Ridenour, Kernozek, Landek-Salgado. nay: Swain-Kuch. Motion passes.
- VIII. Committee Reports:
- a. Survey Committee, drawing and teen survey
    - i. The drawing winners have been contacted but not all of them have picked up their gift cards.
    - ii. Kernozek worked with Conner Haines and Storm Kopitsch to create a survey that will benefit the teens in the community and bring them into the library for programs and events that will suit their needs.
    - iii. The goal is to get the survey ready for the board to view at the September 22, 2021 Board of Trustee's Meeting and to be able to distribute the survey by the first week in October and have the results back by the first week in November.
  - b. Sign Committee
    - i. Swain-Kuch will get in touch with the Village this week and report back at the September 22, 2021 Board of Trustee's Meeting.
  - c. Strategic Planning Committee
    - i. Woods, Landek-Salgado, and Director Peters are working on the year one Strategic Plan and will hopefully have a year one draft by the September 22, 2021 Board of Trustee's Meeting.
- IX. Old Business:
- a. Building Inspection
    - i. Swain-Kuch said she will get that scheduled as soon as it is a bit cooler outside. But will be as soon as possible.
  - b. 300 Policies
    - i. A motion was made by Kernozek to approve the 300 policies and was 2<sup>nd</sup> by Smith. yay: Smith, Kernozek, Swain-Kuch. nay: Ridenour, Landek-Salgado. Motion passes.
- X. New Business
- a. Parking Lot, re-striping/re-asphalting

- i. Kernozek is waiting on 1 more bid to come in that was recommended by A-1 asphaltting. Will readdress at the September 22, 2021 Board of Trustee's Meeting.
  - b. Creation of a Library Foundation
    - i. Landek-Salgado made a motion to not organize a Library Foundation at this time, but to have the Fowlerville District Library look further into applying for 501c(3) status for the library, 2<sup>nd</sup> by Smith. All were in favor. Motion passes.
    - ii. Director Peters made mention that she knows the paperwork for the 501c(3) was over 40 pages long and they have already started working on it. Also the cost to file the paperwork was around \$600
  - c. Millage
    - i. Landek-Salgado was in touch with Shirley Bruursema about what ballot to go on (May, August or November) Shirley Bruursema advocates to go on the August ballot, and if it does not pass to go on the November ballot at that point. There was also mention of figuring out what type of Millage is needed, an increase or renewal.
    - ii. Suggested a creation of a YES committee after January 1<sup>st</sup>
    - iii. The paperwork for the Millage must be turned in by the 2<sup>nd</sup> Tuesday in May.
    - iv. Shirley Bruursema said she is more than willing to come out and do a training with the Board of Trustee, and she only charges milage to come out for the trainings.
    - v. A motion was made by Landek-Salgado to invite Shirley Bruursema to the library for a board training, 2<sup>nd</sup> by Kernozek. All were in favor. Motion passes.
  - d. Policy 212
    - i. Swain-Kuch made a motion to approve policy 212 as amended. There was no second to this motion.
    - ii. Policy 212 stays as is with no changes.
  - e. Policy 220
    - i. Motion to approve changes to policy 220 as presented was made by Kernozek and 2<sup>nd</sup> by Swain-Kuch. yay: Smith, Kernozek, Swain-Kuch. nay: Ridenour, Landek-Salgado. Motion passes.
  - f. Policy 501
    - i. Motion to approve policy 501 as presented was made by Swain-Kuch and 2<sup>nd</sup> by Ridenour. All were in favor. Motion passes.
  - g. Policy 601
    - i. Swain-Kuch mad a motion to approve policy 601 with board evaluation after 3 months for utilization and the utilization will be recorded by staff

tallies and presented by day (Monday, Tuesday, Wednesday and Thursday). 2<sup>nd</sup> by Ridenour. All were in favor. Motion passes.

- h. Performance Issues Regarding the Director:
  - i. Director Peters asked to move into closed session.
  - ii. Landek-Salgado moved that the Board meet in closed session under section 8(a) of the OMA to consider the periodic personnel evaluation of Director Peters. 2<sup>nd</sup> by Smith. All in Favor. Motion Passes.
  - iii. Closed session started at 7:50pm
  - iv. Open session resumed at 8:12pm
  - v. Kernozek made a motion to follow the library attorney's recommendation to write up the incident as counseling of inappropriate behavior and that the Director takes direction from the Board. 2<sup>nd</sup> by Ridenour. yay: Smith, Ridenour, Kernozek, Landek-Salgado. nay: Swain-Kuch. Motion passes.
  - vi. No additional counseling is needed.
- XI. Adjournment
  - a. Swain-Kuch made a motion to adjourn at 8:16pm 2<sup>nd</sup> by Smith. All were in favor. Motion passes.

Next Board meeting

September 22, 2021 at 6:30pm