

Manchester District Library

Meeting Minutes

January 22, 2018

Call to order 7:09 pm

Introduction: Susan Layher as the new representative of Freedom Township

Attendance: Gerianna Cooley-Howard, Matt Cook, Janet Davis, Susan Layher, David Nelson, JoAnn Okey

Absence: Fritz Swanson

Approval of agenda

Motion: Seguin

Second: Cook

Motion passed unanimously

Approval of minutes

Motion: Cook

Second: Seguin

Abstain: Layher

Passed

Correspondence None

Public comment None

Director's report Attached

Financial report

Nelson reviewed the financial statement and noted that two new CD's were opened as previously discussed.

Motion: Seguin

Second: Layher

Motion passed unanimously

Committee report

The Policy committee reviewed the policies posted on the web site and offered no additional suggestions for improvement.

Old business None

New business

Audit review

Reviewed auditors suggestions for improvement. Two suggestions had already been implemented. We need to look at GASB updates for examples of Capital Asset policy and to update/ strengthen investment policy by referring to Jans to make it more stringent.

State of Concern policy review

The statement of concern posting under policies is in fact an administrative procedure. It was removed from the policy heading.

Policy publishing history

Sequin presented a history and review of all policies. It is noted that some policies appear on-line and others do not. It was decided to publish all policies that pertain to the public on the website and to remove staff policies to avoid confusion.

Policy policy

Motion: Sequin

“It shall be the policy to publish policies in the Policy Book and on the Manchester District Library website. The Director shall see that this is done within 30 days of Policy passage.

February New Business

The Policy policy motion will be reviewed and called to a vote during the next meeting.

Review policies: Remote Attendance
 Money Handling
 Fund Balance

Adjourn 8:08

Motion: Sequin

Second: Cook

Motion passed unanimously

Manchester District Library
Meeting Minutes February 26th, 2018

Attendance: Jan Davis, Joan Okey, Mat Cook, David Nelson, Fritz Swanson, Gerianna Cooley-Howard, Gary Seguin, Susan Layher

Absent: None

- I. Call to Order 7:03pm
- II. Approval of Agenda: Matt Cook moves to approve, David seconds
 - A. All Approve
- III. Approval of Minutes — Jan 22, 2018 David Nelson moves, Joann Okey seconds
 - A. Yay: All except Swanson
 - B. Nay: None
 - C. Abstention: Swanson
- IV. Correspondence
 - A. None
- V. Public Comment
 - A. None
- VI. Director's Report
 - A. Attached
- VII. Financial Report
 - A. Pay the Bills: Cooley-Howard Moves to Pay
 - a) Okey Seconds
 - b) All vote yes
- VIII. Committee Report
- IX. Old Business
 - A. Policy Policy
 1. Layher moves
 2. Cooley-Howard seconds
 3. All vote aye in support
- X. New Business
 - A. Policy Review
 1. Money Handling Policy Reviewed as of Feb 26, 2018
 - a) No Change
 2. Attendance and Participation in Board Meetings VIA Electronic Means
 - a) No Change
 - b) Cooley-Howard raises a concern as to whether this policy should be reviewed by our lawyer.
 - c) Reviewed as of Feb 26, 2018
 3. Minimum Fund Balance Policy
 - a) Passed May 23rd, 2016
 - b) Reviewed as of Feb 26, 2018
- XI. Adjourn
 - A. 8:06pm

Manchester District Library
Meeting Minutes March 26th, 2018

Attendance: Jan Davis, JoAnn Okey, Matt Cook, David Nelson, Fritz Swanson, Gary Seguin, Susan Layher

Absent: Gerianna Cooley-Howard

I. Call to Order 7:05pm

II. Approval of Agenda: Matt Cook Moves to Approve, Joan Okey seconds, All Support

III. Approval of Minutes: Joan Okey Moves to Approve, Gary Seguin Seconds. All Support

IV. Correspondence

A. Phone call received from insurer, all things fine

V. Public Comment

A. None

VI. Director's Report

A. **Attached**

B. Buying a new Drop Box (\$1,000-\$1200) for Pleasant Lake;

i. Joan Okey Moves to purchase, Gary Seguin Second to purchase

ii. All Support

VII. Financial Report

A. Gary Seguin Moves to Pay the Bills, Matt Cook Seconds

i. All Support

B. Budget Adjustment (**Details Attached**)

i. Gary Seguin moves to support adjustments; David Nelson Seconds

ii. All Support

VIII. Committee Report

IX. Old Business

X. New Business

i. We will review the Volunteer Policy and the Computer/Internet Acceptable Use Policy for the April Meeting.

XI. Adjourn 7:41pm

Manchester District Library
Meeting Minutes April 23, 2018

Attendance: JoAnn Okey, David Nelson, Gerianna Cooley-Howard, Gary Seguin, Fritz Swanson, Susan Layher

Absence: Matt Cook, Jan Davis

I. Call to order: 7:08 pm

II. Approval of agenda: All Approve

III. Approval of minutes – March 26, 2018

JoAnn Okey Moves to Accept, Susan Layher Seconds.

All Accepts except Gerianna Cooley-Howard who abstains

IV. Correspondence

Washtenaw County Farm Bureau—

Sent thank you note for our help with Farm Week

Also donated a book as thanks

V. Public Comment

None

VI. Director's Report (ATTACHED)

VII. Financial Report

Pay the Bills: All Vote Yes

Move to pay: Fritz Swanson

Second: Gerianna Cooley-Howard

VIII. Committee Report

IX. Old Business --policy review

a) Volunteer

a. Propose to Accept: JoAnn, Seconded by Gerianna

b. Issues discussed

i. Should we require background checks?

ii. Can we specify what tasks are to be done?

iii. Should we keep the description of tasks open?

c. JoAnn recommends revisions.

1. First sentence, replaced with:

a. "The library welcomes volunteers and their ideas."

2. Remove third paragraph.

3. Last Paragraph with:

a. "Volunteer activities will be coordinated by the Library Director."

d. To be voted on next month.

b) Computer use

- a. Kathy speaks in favor of offering first three computer printed pages for free, \$.10 for each page thereafter
- b. Kathy has seen no problems with current policy
- c. Board finds no issues
 - i. Susan moves to accept, Gary seconds
 - ii. All accept the reviewed but unchanged policy as of this date.

X. New Business

a) Annual Meeting Date

May Meeting: Tuesday the 22nd? Gary will send an email to confirm.

c) Staff Raises

d) Kathy's proposal for raises is reflected in the proposed budget.

c) Possible Thursday Open

Gary proposes open 2-8 on Thursdays, for approximately \$7000 a year

JoAnn asks if this fits into the budget; it does.

This will be finalized in the 2018-2019 budget.

Next Year's Budget

The proposed budget was reviewed,

and will be discussed in full at the Annual Meeting

XI. Adjourn 8:53 pm

Manchester District Library Meeting

Minutes July 23, 2018

Attendance: Cook, Layher, Seguin, Davis, Nelson

Absent: Cooley-Howard, Okey

I. Call to order: 7:00pm

II. Approval of agenda Move: Cook Second: Seguin APPROVED

III. Approval of minutes –June 25, 2018 Move: Cook Second: Nelson APPROVED

IV. Correspondence None

V. Public Comment None

VI. Director’s Report Attached

VII. Financial Report

PAY THE BILLS

Move: Cook Second: Swanson

All Present Yes

VIII. Committee Report–HR: Director evaluation

7:22pm Closed Session Move: Cook. Second: Seguin

All Approved going to Closed Session

Questions about Eval Too

l Layher: Change from “lowest cost purchasing” to “budget aware purchasing”

Questions About :

“interacting with village/township officials” “Clinton Library Evaluations”

We intend to streamline the tool.

7:50pm Move to Open Session:

Seguin Second: Layher APPROVED

Salary Increase to be discussed next Month

IX. Old Business

Jan Neukom Memorial Plaque on Picnic Table?

Explore with Jeff

X. New Business

Layher asks: New Dropbox for Bridgewater? Yes, Kathy to Order

XI. Adjourn: Seguin Moved, Nelson Seconds ALL APPROVE

8:00pm

APPROVED 8.27.2018

Manchester District Library
Meeting Agenda August 27, 2018

- I. Call to order 715pm
Present: Gary Seguin, Matt Cook, Fritz Swanson, Susan Layher, Jan Davis
Absent: David Nelson, Gerianna Cooley-Howard
- II. Approval of agenda
- III. Approval of minutes -July 23, 2018
Layher Moves to Accept
Seguin Seconds
APPROVED
- IV. Correspondence
None
- V. Public Comment
None
- VI. Director's Report
Attached
- VII. Financial Report
Adler CD Matured. Earned \$13
Rolled over. Will Mature in January
May combine Adler with \$100kCD
to get better rate
Will keep Adler name in CD
- PAY THE BILLS
Seguin Moves
Layher Seconds
All Vote to Approve
- VIII. Committee Report
- IX. Old Business -Director Salary
1. Re-Establish a Salary for the Director
 - a. Layher Moves to Pay Director \$50k retroactive to beginning of year
 - b. Swanson Second
 - i. All Approve
 2. Set a Salary line item in the Budget
 - a. Swanson Moves, Seguin Seconds
 - b. Approved
 3. Create a Staff pay/hours chart for planning purposes
 - a. Kathy asked for this
- X. New Business -New Board Member Handbook
Layher would like to see a New Board pamphlet created by board.
Would like a Professional Biography of Director.
Director's Vision of the Library
History of the library, what the library covers.
Number of Employees.
Collection Description.
Financial overview, about expenses and financial products.
Layher will collect that info.
- XI. Adjourn: Cook moves, Seguin seconds.

Manchester District Library
Meeting Agenda September 24, 2018

I. Call to order 7:05pm

Present: Davis, Cooley-Howard, Layher, Seguin, Cook, Swanson, Nelson
Absent: None

II. Approval of agenda

Cook Motion
Layher Seconds
All Vote Aye

III. Approval of minutes -August 27, 2018

Seguin Moves to Approve
Cook Seconds
All Approve
Cooley-Howard and Nelson Abstain

IV. Correspondence: None
V. Public Comment: None
VI. Director's Report: Attached

VII. Financial Report

Seguin Moves to Pay the Bills
Davis Seconds
All Vote Aye

VIII. Committee Report: None

IX. Old Business -Board Member Handbook

Layher will spend a few more weeks on the Handbook.

X. New Business -sharing with other libraries

Out of District Fee Paid Cards: Remove the last clause of the single paragraph.

TLN Reciprocal Borrowing: Remove the last sentence.

Michicard: Remove whole section because that card no longer exists.

Swanson moves to make changes. Layher seconds. All vote Aye.

XI. Adjourn Cook moves to adjourn, Seguin Seconds

7:25pm

Manchester District Library
Meeting Minutes October 22, 2018

I. Call to order 7:27pm

Present: **Layher, Seguin, Cook, Swanson, Davis,**

Absent: **Cooley-Howard, Nelson**

II. Approval of agenda Matt Cook Moves, Gary Seguin Seconds. All Vote AYE

III. Approval of minutes –September 24, 2018

Matt Moves to Approve, Susan Seconds. All Vote AYE.

IV. Correspondence NONE

V. Public Comment NONE

VI. Director's Report ATTACHED

Gary Seguin Moves to Close Library at 5pm on Halloween. Susan Layher Seconds. All Vote Aye.

VII. Financial Report

Move to Pay the Bills: Susan Layher

Second: Gary Seguin

Votes: Layher, Davis, Seguin, Cook, Swanson (All in Favor)

VIII. Committee Report NONE

IX. Old Business NONE

X. New Business- policy review: acceptable use.

Gary Seguin Moves to Update with two corrections as noted.

Matt Cook Seconds.

All Vote Aye. Kathy to Update with corrections.

XI. Adjourn

Matt Cook Moves to Adjourn

Gary Seguin seconds.

All Vote Aye.

Manchester District Library Meeting Minutes December 17th, 2018

- I. Call to order 7:02pm
Attendance: Cook, Nelson, Layher, Seguin, Davis, Swanson
Absent: none

- II. Approval of agenda Amended Date
Move Cook, Seconded Swanson, All in Favor

- III. Approval of minutes -November 26, 2018
Layher Moves, Cook Seconds, All in Favor

- IV. Correspondence

Letter from Pam Code, Risk Control Representative from Insurance Company
No Major Areas of Concern in Risk Management
Three minor suggestions.

- 1. Review Employee Policy Manual
and Employment Practices every Other Year
Legal Representation should be consulted
- 2. Privacy Policy offered for our consideration
- 3. Criminal Background Checks on New Hires

- V. Public Comment
Prospective board member in attendance, no comment

- VI. Director's Report, Attached

- VII. Financial Report

- A) Pay bills Seguin Moves, Layher Seconds
 - a. All vote to pay the bills
- B) Amend budget
 - a. Adjust (Seguin Moves)
 - i. Income
 - 1. PPT Subtract \$4800
 - 2. State Aid Increase by \$662
 - 3. Accessory Income Increase \$30
 - 4. Interest Increase \$700
 - 5. Net Decrease of \$3,408
 - ii. Expense
 - 1. No Problems
 - 2. Subtract \$3,408 from Contingency Fund
 - b. Swanson Seconds
 - c. Vote: All vote to Amend Budget as Described

- VIII. Committee Report, None

- IX. Old Business, None

- X. New Business- Policy for Lock-in
Ancestry Lock In Issues
Risk Assessor suggests we have folks sign a waiver when they stay in the library while it is closed. She offered a sample.
We have had no issues yet.

Susan Layher and Fritz Swanson (Policy Comm) will confer via email
Kathy will email Policy Comm the live document for amendment

- XI. Adjourn 7:33
Seguin Moves, Layher Aeconds