

Manchester District Library

Meeting Minutes January 27, 2020

I. Call to order 7:00pm

Present: Gary Seguin, Susan Layher, Christine Krause,  
Matt Cook, David Nelson, Janet Davis, Fritz Swanson

II. Approval of agenda

Matt Moves to Approve  
Gary Seconds. All Approve

III. Approval of minutes – December 23, 2019

Matt Moves to Approve  
Christine Seconds. All Approve,  
except Susan and Fritz  
who Abstain because they were absent.

IV. Correspondence

Auditor's Report has come for Board to Consider

V. Public Comment NONE

VI. Director's Report ATTACHED

VII. Financial Report

- a) Pay bills Gary Moves, Susan Seconds
  - a. All Approve
- b) Budget Adjustments (Increase Income)
  - a. Dave moves and Gary seconds to change the budget:
  - b. Increase Non-resident Fees Income (607) from \$1500 to \$2000
  - c. Increase expected accessory income (176-30) \$20-\$300
  - d. Increase Marketing cost (815) from \$400-\$600
  - e. All agree to make these changes

VIII. Committee Report

HR Has made an offer to an excellent candidate for the Youth Services Position.  
The candidate will reply soon.

IX. Old Business

X. New Business

a) term expiration

It's unclear where everyone is relative to their four-year board term.

We need to go back to the charter and work forward to determine each board seat

c) looking for new member

a. We need a new Bridgewater Board Member

XI. Adjourn 7:35pm

Manchester District Library

Meeting Minutes February 24, 2020

Attendance: Susan Layher, Jan Davis, Christine Krause, Matt Cook, Dave Nelson, Wayne Barnett (temp Bridgewater), Fritz Swanson Absent: Gary Seguin

- I. Call to order 7pm
- II. Approval of agenda David moves to approve, Matt seconds. All approve.
- III. Approval of minutes – January 27, 2020 Susan Layher moves to approve, Krause seconds. All Approve
- IV. Correspondence NONE
- V. Public Comment NONE
- VI. Director's Report ATTACHED
- VII. Financial Report Swanson moves to pay the bills, Christine seconds

All Approve

- VIII. Committee Report
- IX. Old Business
- X. New Business
- XI. Adjourn Matt Moves that we Adjourn Susan Seconds 7:18pm

MANCHESTER DISTRICT LIBRARY

Meeting Minutes

March 23, 2020

- I. Call to order 7:02pm
  - A. Susan Layher, Jan Davis, Gary Seguin, David Nelson, Matt Cook (VIA Zoom), Fritz Swanson (VIA Zoom)
- II. Approval of agenda
  - A. Matt moves to approve, Gary seconds; all approve
- III. Approval of minutes - February 24, 2020
  - A. Layher moves to approve, Gary seconds; all approve (Gary abstains)
- IV. Correspondence
  - A. Emmanuel Church gave us \$1300 for next year's subscription to Ancestry.com
- V. Public comment NONE
- VI. Director's report (attached)

Library is live streaming story time on Facebook.
- VII. Financial report - most of the money in from the Townships, a bit more than we budgeted. The usual bills with the addition of \$19,716.58 to be sent to the Clinton Library (from Bridgewater payments).

PAY THE BILLS? Gary moves; Jan seconds. All Approve.

VIII. Committee report NONE

IX. Old business NONE

X. New business- Staff pay during the "Covid Closedown"

Shall we g)Vote to pay staff their regular salary as if they were working,

Kathy's proposal: Pay all staff as normal (as defined by the agreements between staff and library), without accruing Paid Time Off, until next meeting.

Moved by Fritz, Seconded by Gary.

All Agree

XI. Adjourn 7:31pm

Gary moves, Layher seconds. All approve.

MANCHESTER DISTRICT LIBRARY  
Meeting Minutes April 27, 2020 (Via Zoom)

Call to order 7:02pm

Attendance: Matt Cook, Christine Krause-Bean, Fritz Swanson, Gary Seguin, David Nelson,  
Wayne Barnett, Susan Layher, Jan Davis

15 minutes of struggling with Zoom. Matt Cook presiding.

Approval of agenda Swanson Move, Krause Seconds (Passed)

Approval of minutes - March 23, 2020 Matt Moves, Swanson Seconds (Passed)

- IV. Correspondence One Staff email thanking board for paying them during crisis.
- V. Public comment (None)
- VI. Director's report (Attached)  
(Kathy will forward Digital Video Options to the board to consider)
- VII. Financial report  
Matt Moves to Pay  
Krause Seconds  
All Support
- VIII. Committee report (None)
- IX. Old business - Staff pay  
Swanson Moves that we continue paying staff for next month as we did in previous  
month, with the proviso that Kathy advise they can move to unemployment if it is better for  
them.  
Gary Seconds  
All Support.
- X. New business  
Discussion of proposed budget
- XI. Adjourn  
Cook moves we Adjourn  
Seguin Seconds  
8:10pm

Manchester District Library  
Combined Minutes May 25, 2020

May Meeting

I. Call to Order 7:08pm

1. Attendance: Matt Cook, Fritz Swanson, David Nelson, Gary Seguin, Chris Krause, Susan Layher, Jan Davis

II. Approval of the agenda

1. Gary move, Chris seconds, All Support

III. Approval of the Minutes

1. Gary move, Chris seconds, All Support

IV. Correspondence

1. Attorney Rates to increase \$10 an hour, to \$210/hour

V. Public comment NONE

VI. Director's report ATTACHED

1. Discussed Verizon Hotspots. Current budget of \$7200 is for 10 hotspots with unlimited data. Checkout time of two weeks. The school district says that 100 families have limited internet, or no internet. Gary suggest a one week checkout time and we establish a waiting list. Swanson recommends putting some budgetary headroom to get more hotspots to meet demand.
2. Kathy recommends we go fine free in order to keep parity with Chelsea Library. Wayne and Gary recommend starting with books, with the idea of adding DVDs later.
3. Gary move, Susan seconds that we end fines for books. All support.
4. Matt moves we remove fines for all items except for the hotspots. Fines to be determined by the director. Fritz second. Passed, with three nays.
5. Matt proposes to spend a \$2580 for DPIL to fully finance the project for the coming year. Fritz seconds. All support.

VII. Financial report

1. Amend Gary Proposes, Matt Seconds

2. We will need to make a few adjustments to our present budget so that our spending doesn't go over what we planned. In other words, raise the budget where we spent too much. I (Gary) will propose the following:
  1. increase 814 Prof Fees-Memberships by \$100.
  2. increase 831 Clinton Library by \$1,000.
  3. increase 919 Utilities by \$2,000.
  4. Increase 815 Marketing by \$50
3. All Support
2. Bills. Gary moves to pay, Susan seconds. All votes to support.
3. "Chicken Butt" -David Nelson, Treasurer, Manchester District Library, in reply to the question, "What?" asked by Manchester District Library Director Kathleen Dimond.

VIII. Committee report NONE

IX. Old business Should we continue to pay the staff?

1. We have had one resignation.

1. Pay out severance of two weeks, and pay out her Personal Time.
2. Fritz moves, Chris seconds, to keep paying everyone another month.
  1. All support.

X.New business

1. Election of officers.
  1. All officers remain the same.
2. Committee
  1. All assignments remain the same.
3. Review calendar next month.
4. Earliest reopen (as of this date) would be June 13<sup>th</sup>.
5. Gary moves to authorize director to make plans to reopen. Chris seconds.
  1. All pass.

XI.Adjournment 8:24pm

Budget Meeting

XII.Call to Order 8:25pm

XIII.Approval of the agenda Matt moves, Susan seconds. All support.

XIV.Presentation of the 2020-2021 budget

1. Increase line item for hotspots to \$14400
2. Remove \$3000 from fines income bringing it to \$0
3. Increase salaries line by \$19290 to create budget space for a full time Youth Services in order to anticipate counter offers to keep talented staff.
4. Projected expenditures \$481,530
5. Projected income \$494,783

XV.Resolution approving the tax levy

1. Gary moves to reduce Tax Levy by 15%. Susan seconds.
  1. Seguin and Layher vote yes
  2. Nelson, Cook, Swanson, Krause, Barnett vote no
  3. Jan not present
2. Gary moves and Fritz seconds that we maintain tax rate for the next year
  1. Seguin and Layher vote no
  2. Nelson, Cook, Swanson, Krause and Barnett vote yes

XVI.Resolution approving the budget

1. Seguin moves and Cook seconds that we approve the budget
  1. Susan votes no
  2. Barnett, Nelson, Seguin, Swanson, Krause vote yes.

XVII.Adjournment 9:17pm

# MANCHESTER DISTRICT LIBRARY

Meeting Agenda June 22, 2020

- I. Call to order 7:05 pm
  1. Swanson, Seguin, Nelson, Layher, Cook: Present
  2. Davis, Barnett: Absent
- II. Approval of agenda Layher moves, Seguin seconds. All Approved.
- III. Approval of minutes -
  - a) May 25, 2020
  - b) Budget hearing May 25, 2020
  - c) Cook moves to approve, Seguin Seconds, All Approved.
- IV. Correspondence
  1. A thank you from Shannon Brown regarding our financing of the Dolly Parton Imagination Library
- V. Public comment
  1. Gary reports that there is a beaver in the River Raisin.
- VI. Director's report -- ATTACHED
  1. Library staff is concerned about the safety of opening the library to patrons.
- VII. Financial report
  1. Seguin Moves, Cook Seconds that we pay the bills
  2. All vote to approve
- VIII. Committee report NONE
- IX. Old business - calendar for 2020-2021  
Still no calendar given the uncertainty of the pandemic
- X. New business  
Shall we start paying the staff for work, and allowing them to accrue PTO?  
Generally, view is that we will return to regular work and pay.
- XI. Adjourn 7:31pm

# MANCHESTER DISTRICT Minutes

Meeting Agenda July 27, 2020

- I. Call to order 7:11pm
  - A. Attendance: Gary Seguin, Dave Nelson, Jan Davis, Susan Layher, Fritz Swanson
  - B. Absent: Wayne Barnett, Matt Cook, Chris Krause
- II. Approval of agenda Dave moves to accept, Gary Seconding
  - A. All vote aye
  - B. Gary sworn in by Manchester Township for another 4 years.
  - C. Gary acknowledges the loss of April Smith. Funeral TBD.
- III. Approval of minutes -
  - a) May 25, 2020 Gary Moves to accept, David seconds  
Everyone approves
- IV. Correspondence NONE
- V. Public comment NONE
- VI. Director's report ATTACHED
- VII. Financial report  
Gary moves that we pay, Susan seconds  
Yes: all support
- VIII. Committee report
- IX. Old business - calendar for 2020-2021
- X. New business  
Kathy and Fritz to meet with School superintendent about hotspots  
Gary raises questions about the reliability of the hotspots
- XI. Adjourn 7:51

# MANCHESTER DISTRICT LIBRARY

Meeting Minutes August 24, 2020

- I. Call to order: 7:06pm (
  - A. Attendance: Matt Cook, Fritz Swanson, David Nelson, Wayne Barnett, Susan Layher, Christine Krause, Gary Seguin (Joined at Financial Report)
  - B. Absent: Jan Davis,
- II. Approval of agenda, David Moves, Swanson Seconds.
  - . All vote Aye
- III. Approval of minutes - July 27, 2020, David Moves, Cook Seconds
  - . All Aye
- IV. Correspondence
  - Sympathy cards in honor of April Smith
  - We received thanks for installing story boards along village walkway
- V. Public comment : NONE
- VI. Director's report: ATTACHED
  - Lots of use of the hotspots. Very popular.
- VII. Financial report
  - Credit Card payment was sent by mail, did not arrive because the problems with the post office.
  - We will change to online payment.
  - Gary Moves, Wayne Second to pay the bills
  - All Vote Yes to Pay the Bills
- VIII. Committee report NONE
- IX. Old business
  - Discussion of internet access. Kathy to inquire as to price from T-Mobile to see if we can match the price the schools are getting.  
  
Discussion about allowing kids to come to the library to log on for remote learning.  
Library can accommodate 14 people total give social distancing.  
Library would need to open at 8am.  
It would be an extra 15 hours per week.  
540 Hours for the school year. \$7000 for the year.  
Kathy should recommend the student talk with the schools, and/or offer them access to the internet while the building is closed.

Kathy should keep an eye on the situation as it evolves.

X. New business: None

XI. Adjourn: 7:51pm

MANCHESTER DISTRICT LIBRARY  
Meeting Minutes September 28, 2020

- I. Call to order
  - A. 7:03pm
  - B. Attendance: Wayne Barnett, Matt Cook, Susan Layher, Gary Seguin, Christine Krause, David Nelson, Kathy Dimond
  - C. Absent: Jan Davis
- II. Approval of agenda
  - A. Swanson moves, Seguin Seconds. All approve
- III. Approval of minutes - August 24, 2020
  - A. Seguin moves, Cook seconds. All Approve
- IV. Correspondence  
None
- V. Public comment  
None
- VI. Director's report  
Attached
- VII. Financial report  
Gary moves to add the insurance bills to our list of bills, 170-811 \$2190  
Fritz Seconds  
All Approve the addition  
Motion to pay the bills: Gary Seguin  
Matt seconds  
All Approve
- VIII. Committee report  
none
- IX. Old business  
none
- X. New business  
none
- XI. Adjourn 7:19pm

# MANCHESTER DISTRICT LIBRARY

Meeting Minutes October 26, 2020

- I. Call to order 7:05pm
  - A. Attendance (location in parentheses): Matt Cook (Bridgewater TWP), Susan Layher (Library, Manchester Village, Michigan), Wayne Barnett (Bridgewater TWP), Christine Krause (Manchester Village, MI), David Nelson (Manchester Village, MI), Gary Seguin (from Manchester TWP, MI), Fritz Swanson (Manchester Village, MI)
  - B. Absent: Jan Davis,
- II. Approval of agenda Matt moves, Chris seconds. Approved.
- III. Approval of minutes - September 28, 2020
  - A. Matt moves, Wayne seconds. Approved.
- IV. Correspondence  
NONE
- V. Public comment  
NONE
- VI. Director's report  
Attached.
- VII. Financial report  
PAY THE BILLS: Gary moves, David Seconds  
Yays: All support  
Nays: None
- VIII. Committee report
- IX. Old business
- X. New business
- XI. Adjourn 7:29, Matt Moves, Fritz Seconds

# MANCHESTER DISTRICT LIBRARY

Meeting Minutes November 23, 2020

- I. Call to order: 7:02
  - A. Present: Gary Saya (Manchester TWP), Fritz Swanson (Manchester TWP), Matt Cook (in Bridgewater TWP), Chris Krause-Bean (Manchester Village), Susan Layher (Freedom Township), David Nelson (in Manchester Village)
  - B. Absent: Wayne Barnett
- II. Approval of agenda Gary Moves, Fritz Seconds
  - A. Approved
- III. Approval of minutes - October 26, 2020 Gary Moved, David Seconds
  - A. Approved
- IV. Correspondence NONE
- V. Public comment NONE
- VI. Director's report ATTACHED
  - Reduced staffing because of increase in cases.
- VII. Financial report
  - Gary Moves to Pay the Bills
  - David Seconds
  - APPROVED
- VIII. Committee report
  - New Remote Work Policy proposed
  - Gary moves
  - Dave Seconds
  - Approved
- IX. Old business NONE
- X. New business NONE
- XI. Adjourn 7:24pm

# MANCHESTER DISTRICT LIBRARY

Meeting Minutes December 28, 2020

- I. Call to order: 7:05pm
  - A. Attendance: David Nelson (Manchester Village), Chris Krause (Manchester Village), Matt Cook (Bridgewater), Susan Layher (Freedom Township), Gary Seguin (Manchester Township), Fritz Swanson (Cadillac, Michigan), Wayne Barnett (Bridgewater)
  - B. Absent: None
- II. Approval of agenda: Approved
- III. Approval of minutes - November 26, 2020
  - A. Correct Gary's Name
  - B. Approved as amended
- IV. Correspondence : None
- V. Public comment: None
- VI. Director's report: Attached

Riverfolk intends to provide an additional 10 hotspots, and 8 months of hotspot service.
- VII. Financial report: Attached

Matt moves to pay the bills, Gary Seconds  
Yes: ALL  
No: None
- VIII. Committee report: None
- IX. Old business: None
- X. New business: None
  
- XI. Adjourn: 7:25pm