

MANCHESTER DISTRICT LIBRARY

Meeting Agenda January 25, 2021

- I. Call to order 7:13
 - A. Present: Gary Seguin (Manchester Township), Fritz Swanson (Village of Manchester), Susan Layher (Freedom Township), Chris Krause (Village of Manchester), David Nelson (Village of Manchester)
 - B. Absent: Matt Cook, Wayne Barnett,
- II. Approval of agenda
 - A. Gary moves, Fritz Seconds.
 - B. Approved
- III. Approval of minutes - December 28, 2020
 - A. David moves to approve. Fritz seconds
 - B. Approved
- IV. Correspondence

Manchester Fire Department sends a thank you note for MDL participating in Toys for Tots.
- V. Public comment

None
- VI. Director's report

Attached

Maybe opening the library for in-person service mid-February.

Looking for part-time person to replace April Smith.
- VII. Financial report

Pay the Bills

Gary moves, Chris seconds

All Approve
- VIII. Committee report

None
- IX. Old business

None
- X. New business
 - 1). New tech services

Looking into Hoopla and Kanopy
 - 2) New paint

Estimate for painting interior of library. Especially railings for the stairs.

Last done in 2005.

Gary proposes we Budget \$12000 for painting interior of library.

Chris seconds.

All approve.

Gary Moves, Fritz Seconds moving money from Building Fund to Maintenance to pay for painting

All Approve
- XI. Adjourn 7:40pm

MANCHESTER DISTRICT LIBRARY

Meeting Minutes February 22, 2021

- I- Call to order: 7:04pm
 - a. Present: Elissa Weidmayer, Matt Cook, Gary Seguin, Chris Krause, David Nelson
 - b. Absent: Susan Layher, Wayne Barnett,

- IA. Welcome Elissa Weidmayer, Freedom Township
Matt Cook and Elissa Weidmayer formally sworn in
by Gary Seguin.

- II. Approval of agenda
Matt Moves
Gary Seconds
All approve

- III. Approval of Minutes January 25th, 2021
Gary Moves
Fritz Seconds
All Approve

- IV. Correspondence: None

- V. Public Comment: None

- VI. Director's Report: Attached

- VII. Finance Report
Gary Moves to Pay the Bills
David Seconds
All vote to the pay bills.

- VIII. Committee Report: None

- IX. Old Business

Hoopla
\$1500 up front
\$2 per view
MDL can set limits on per views
Kathy to send out info

- X. New Business
 - 1). New tech services ... Lynda.com
 - 2) Matt Cook, Reappointed.

- XI. Adjourn: 7:35pm

MANCHESTER DISTRICT LIBRARY

Meeting Minutes March 22, 2021

- I. Call to order: 7:00
- A. Present: Gary Seguin (Manchester TWP), Fritz Swanson (Manchester TWP), Matt Cook (in Bridgewater TWP), Susan Layher (Freedom Township), Wayne Barnett (Bridgewater), Chris Krause-Bean (Manchester Village), David Nelson (in Manchester Village), Elissa Weidmayer (Freedom Township)
- II. Approval of agenda
- A. Matt Moves, Fritz Seconds
- B. All Approve
- II. Approval of minutes
- A. Gary Moves, Dave Seconds
- B. All Approve (except)
- C. Susan Abstain because she was absent
- IV. Correspondence
- A. Dolly library update
- B. Matt to write letter, board to potentially co-sign in support of state wide support for the program
- V. Public comment NONE
- VI. Director's report ATTACHED
- A. Stacia gets 70 views per video
 - a. Will have an outdoor event
- B. Library to open on the 19th of April
- a. Hours to increase as Summer progresses
- VII. Financial report
- A. Pay the Bills. Gary Moves, Fritz Seconds
- B. Passed
- VIII. Committee report
- IX. Old business
- A. Matt raises the issue that we are under budget
- a. Matt is concerned we are not spending through the budget we have, and not meeting our obligations to provide the best library for the money we take in
- B. Susan is concerned that we are taking in too much money and should give it back to the taxpayers
- X. New business
- A. Remote Work Policy Addendum
- a. Requiring a remote work log sheet to account for hours
- b. Gary moves, Dave seconds to amend policy
- B. Next Month's Meeting
- a. Maybe in person?
- XI. Adjourn 7:35pm

MANCHESTER DISTRICT LIBRARY

Meeting Agenda April 26, 2021

- I. Call to order
 - A. Attendance VIA Internet: Fritz Swanson (Manchester TWP), Matt Cook (in Bridgewater TWP), Chris Krause-Bean (Manchester Village), Elissa Weidmayer (Freedom Township)
 - B. Attendance in Person: Gary Seguin (MDL), Susan Layher (MDL), Wayne Barnett (MDL), David Nelson (in MDL)
- II. Approval of agenda APPROVED
- III. Approval of minutes - March 22, 2021 APPROVED
- IV. Correspondence

Thank you letter.
- V. Public comment NONE
- VI. Director's report ATTACHED

Replaced Three PCs and a Monitor
Purchased 6 used Chromebooks for use on library property
- VII. Financial report ATTACHED

Moved to Pay the Bills: Gary Moves, Matt Seconds
Approved
- VIII. Committee report NONE
- IX. Old business NONE
- X. New business
 - 1). Next year budget

Board would like to potentially pay off Elevator
Board would like cost of extra rooms in basement for quiet rooms
Board would like to explore extending the lease beyond 3 years.
Board will explore impact of \$15 minimum wage on budget.
Elissa proposes scholarship.
 - 2) May meeting
Monday May 24th
- XI. Adjourn 8:27pm

Manchester District Library
May 24, 2021 Minutes

I.Call to Order 7:05pm

- A. Present: Fritz Swanson, Gary Seguin, David Nelson, Christine Krause, Wayne Barnett, Matt Cook, Susan Layher, Elissa Weidmayer (calling in from Cape Hatteras, North Carolina)

II.Agenda Approved

III.Minutes Approved

IV.No Correspondence

V.Director's Report

- . Attached

VI.Financial Report

- . Gary moves to pay the bills, Chris seconds

A. Pay the Bills Passes

B. Gary Seguin Proposes Budget Amendments to balance the 2020-2021 Budget

1. All proposals are to bring budget items into line with actual spending. This is to comply with state reporting requirements. This is especially important to account for Covid spending.
2. Gary Moves, Matt Seconds
3. Budget alterations pass.

VII.Committee Report

- . Human Resources

1. HR proposes to raise all wages by \$3, and to give Kathy the flexibility to raise wages beyond that within a range of an extra \$2 per hour. Our goal for next year is to raise the wages all the way to \$15.62.
2. The Committee would also like to explore baseline percentage increases next year that would track Cost of Living Inflation.
3. Gary moves to raise all wages by \$3, Chris Seconds
4. Wage raise passes unanimously

A. Building

1. Elevator needs a new door. \$4788
2. \$55,979.38+Door Cost
3. \$60,767.38 to pay off what is left of our part of the elevator.
4. Otherwise we pay off in 61 months. \$1047/month \$63,867 total
5. Susan moves to pay, Fritz seconds to Pay off Elevator and Pay for New Door.

a. All vote Aye.

6. The board will pay for our portion of the new door without establishing a precedent for how future elevator maintenance will be dealt with.

VIII.Old Business NONE

IX.New Business

- . Election of Officers

1. All officers to remain the same

A. Committee Assignments

1. Maintain assignments for the time being

X.Adjourn 8pm

MDL Public Hearing on the Budget

I.Call to Order 8:02pm

II.Approval of the Agenda

A. Matt Moves, Chris Seconds---Approved

III.Presentation of the 2021-2022 Budget

. Questions about the size of our savings have been raised by Susan Layher and Elissa Weidemayer

A. Board discusses how our savings compares to other libraries, and whether there are standards for how big a reserve should be. Does Saline have an endowment?

B. Stacia's contribution: She worked with many different clients who were constrained by their budget, and she is hopeful that there is something more we can do.

IV.Resolution approving the budget

. Gary Proposes Resolution Approving the Budget, Matt Cook Seconds

A. All support, except Layher who votes no

V.Resolution approving the tax levy

. Gary Proposes, Seconded by David Nelson

A. All vote yes except Layher who votes no.

VI.Adjournment 8:38pm

MANCHESTER DISTRICT LIBRARY

Meeting Minutes June 28, 2021

- I. Call to order 7:02pm
 - A. Attendance: Susan Layher, Fritz Swanson, Gary Seguin, Christine Krause, Wayne Barnett, Elissa Weidmayer, Dave Nelson
 - B. Absent: Matt Cook
- II. Approval of agenda
 - A. Gary Moves, Dave Seconds. All Approve
- III. Approval of minutes - May 24, 2021
 - A. Gary Moves, Christine Seconds. All Approve.
- IV. Correspondence
 - A. Thank you notes from Staff regarding wage increase.
 - B. Two different letters of thanks.
 - C. An anonymous \$200 donation was offered.
- V. Public comment NONE
- VI. Director's report ATTACHED
- VII. Financial report
 - A. Gary moves that we adjust the final May Budget, Adding \$60,000 to the Elevator Budget to account for the Elevator Payoff. Wayne seconds.
 - B. All Approve
 - C. Gary Moves that we Pay the Bills, Christine Seconds.
 - D. All Approve
- VIII. Committee report NONE
- IX. Old business NONE
- X. New business
 - A. Dress Code Policy
 - B. Kathy to make some textual modifications to the policy for our consideration at the July meeting.
- XI. Adjourn 7:40pm

MANCHESTER DISTRICT LIBRARY

Meeting Minutes July 26, 2021

- I. Call to order 7:05
 - A. Present: Matt Cook, Gary Seguin, Susan Layher, Fritz Swanson, Elissa Weidmayer, Dave Nelson
 - B. Absent: Wayne Barnett, Christine Krause
- II. Approval of agenda
 - A. Matt Moves, Susan Seconds. All Approve
- III. Approval of minutes - June 28, 2021
 - A. Dave moves to accept, Gary seconds. All Approve accept Matt who abstains.
- IV. Correspondence NONE
- V. Public comment NONE
- VI. Director's report ATTACHED
- VII. Financial report
 - Pay the Bills
 - Fritz Moves, Matt Seconds
 - All Approve
- VIII. Committee report NONE
- IX. Old business
 - Dress Code Policy
 - Gary Moves to Adopt, Fritz Seconds
 - Policy adopted, All Support
- X. New business
 - future meeting dates
 - First Thursday of Month
 - Next Meeting September 2nd
 - No August Meeting
 - Fritz Moves, Gary Seconds
 - All Approve
- XI. Adjourn: 7:27pm

MANCHESTER DISTRICT LIBRARY

Meeting Minutes September 2, 2021

- I. Call to order 7:06
 - A. Present: Matthew Cook, Gary Seguin. Elissa Weidmayer, David Nelson, Christine Krause
 - B. Absent: Wayne Barnett, Susan Layher, Fritz Swanson
- II. Approval of agenda
 - A. Matthew moves, David seconds
- III. Approval of minutes - July 26, 2021
 - A. Gary moves, David seconds, Chris abstains
- IV. Correspondence NONE
- V. Public comment NONE
- VI. Director's report Attached
- VII. Financial report
 - Pay the Bills
 - Gary moves, Chris seconds
 - All approve
- VIII. Committee report NONE
- IX. Old business None
- X. New business -proposed lease agreement Matthew moves, Gary seconds, all approve
- XI. Adjourn 7:30 Gary moves, Matthew seconds

MANCHESTER DISTRICT LIBRARY

Meeting Minutes October 7, 2021

- I. Call to order 7pm
 - A. Present: Wayne Barnett, Gary Seguin, David Nelson, Christine Krause, Susan Layher, Elissa Weidmayer
 - B. Absent: Matthew Cook
- II. Approval of agenda
 - A. Fritz Moves to Approve, Christine Seconds
 - B. All Approve
- III. Approval of minutes - September 2, 2021
 - A. Chris Moves, Gary Seconds
 - B. All approve, Susan and Fritz Abstain
- IV. Correspondence NONE
- V. Public comment

Quintessa Gallinat is present.
- VI. Director's report ATTACHED

Stacia has taken on a full time position at Clarkston.
Will stay on with us part time. Not a permanent situation.
- VII. Financial report ATTACHED

Bills report inaccurate, 713 Automation line item is inaccurate by overreporting amount paid to TLN by \$5588.61. Upon review of official checks, that the total recorded is an error. Other than line 713, all bills are accurate. 713 should read \$588.31.

Fritz moves to pay the amended bills, Gary seconds
All vote to approve.
- VIII. Committee report NONE
- IX. Old business NONE
- X. New business NONE

- XI. Adjourn 7:30pm

MANCHESTER DISTRICT LIBRARY

Meeting Minutes November 4th 2021

- I. Call to order 7:06
 - A. Present: Gary Seguin, Susan Layher, Elissa Weidmayer, David Nelson, Christine Krause
 - B. Absent: Wayne Barnett, Matt Cook, Fritz Swanson

- II. Approval of agenda
 - A. Gary Moves, David Seconds. All Approve

- III. Approval of minutes - From October 7th 2021 - no corrections
 - A. Gary Moves, Elissa Seconds. All Approve

- IV. Correspondence- email from Shannon Brown regarding Dolly Parton Library Program status report and request for donation- Moved to new business
- V. Public comment NONE
- VI. Director's report ATTACHED
- VII. Financial report
 - Pay the Bills
 - Gary Moves, Elissa Seconds
 - Voice vote All Approve
- VIII. Committee report NONE
- IX. Old business NONE
- X. New business
 - Donation request for Dolly Parton library program. After discussion a motion was made for a \$3000 donation out the contingency fund line.
 - Susan Moves, Christine Seconds
 - Voice vote- All Approve
- XI. Adjourn: 7:37pm

MANCHESTER DISTRICT LIBRARY

Meeting Minutes December 2, 2021

- I. Call to order 7:02pm
 - A. Present: Matt Cook, Susan Layher, David Nelson, Fritz Swanson, Gary Seguin, Wayne Barnett, Elissa Weidmayer
 - B. Absent: Christine Krause
- II. Approval of agenda APPROVED
- III. Approval of minutes - November 4, 2021 APPROVED
- IV. Correspondence : NONE
- V. Public comment NONE
- VI. Director's report ATTACHED
- VII. Financial report ATTACHED
 - TCF is now Huntington Bank,
 - we will need to change this in the books
 - Matt Moves to Pay, Gary Seconds
 - We all vote Yes
- VIII. Committee report NONE
- IX. Old business NONE
- X. New business
 - Susan: Question about the local history room.
 - Why is it a storage area and a catch-all? Can we clean up?
 - Should we dedicate some staff time?
 - Should we cultivate a volunteer? Should they have regular hours?
- XI. Adjourn 7:21pm