

BENZONIA PUBLIC LIBRARY
MEETING MINUTES BOARD OF TRUSTEES
September 21, 2022

Meeting was called to order at 4:00pm by Vice President Jane Sullivan. Present were Jane Sullivan, Audrey Pittinos, Diana Heller and Megan Barnard. Paula Lake was absent. Director Amanda McLaren was also present.

The agenda was approved as sent.

The minutes of the Board Meeting on July 20,2022 stand approved as sent. The August meeting was cancelled.

Communications: Diana received a letter from the accountants. The audit is scheduled for October 13. She and Amanda are getting ready for that.

Treasurer's Report: There was a change to the July report in the interest category. **A motion was made to accept the revised July and August reports as sent by Jane/ Megan. All ayes, motion accepted.**

Director's Report: Director McLaren gave a quick summary of her written report. She started by saying how happy she was with the Summer reading Program and that there were lots of new families participating. She attended the MMLL Luncheon and it was great and very informative. During her report, she let everyone know that the policy committee would have their first meeting on September 28. The other committee members will report on this at the next meeting as Amanda will be out of town. She also discussed the public computers in the library and that there does not seem to be a need for a new one at this time. She also talked about the hotspot usage being very important this summer to both residents and visitors and they were always checked out and needed to be reserved ahead. Diana asked why there were so many new families and maybe less returning. Amanda said that it was most likely because many kids had aged out of the program.

Amanda also discussed some preliminary planning for Museum on Mainstreet. She attended a training session and it was very informative. There were lots of great ideas, and good ways to engage the community. The training also showed how to set up the exhibit. Jimmy will assemble the exhibits on the upper level. MoMS provides a state scholar to help with the entire program and gives a \$2000 grant to help cover costs. Again, the exhibit will run from mid-October to just before Thanksgiving of 2023.

President's Comments: None

Continuing Business:

Bookkeeper- Karen Dennis briefly joined the meeting at 4:30 to answer questions. Prior to that, it was discussed that she also does the Bookkeeping at another library. We currently pay Karen \$625/year for payroll services. She charges \$3000/year to do all bookkeeping at the other library. She uses her own Quickbooks and therefore the library wouldn't have to have that anymore. They did a test with August books and the process seemed to work well. The Treasurer would review/approve reports, discuss them at the meeting, do the insurance and annual audit and put together the budget with the Director. The check writing procedure would be that Karen would print them, Diana would review and sign them. Amanda would then get the 2nd signature and send them out. **Megan made a motion to hire Karen Dennis as the library bookkeeper, Diana seconded the motion. Motion passed, all ayes.**

Museum on Main Street- committee interest- all present members want to be involved.

Sixth Trustee- Discussed inviting Jennifer Ryan to join the board to fill Helen Dewey's seat. **A motion was made by Audrey to fill the vacant seat and it was seconded by Megan. All ayes, motion passed.** Paula/ Jane will contact Jenn.

New Business:

MMLL paid legal assistance- client/ attorney agreement form- MMLL provides 1 hour of free legal work per year with Foster Swift. The agreement states that the library will pay for one hour of legal services by Foster Swift and then be reimbursed by MidMichigan Library League. **A motion was made to sign the agreement and allow Amanda to consult Foster Swift by Jane and seconded by Audrey. All Ayes, motion passed.** Amanda will ask to review our policies:

material selection, material challenges, financial policy, Friends agreement/book sale policy. We get another hour next year and will talk about millage then.

Public Input: None

Board Input: Jane wanted to thank Finn for all his hard work this summer for the reading program and for donating his time. Finn, Thank you from the board!!

Adjournment: Motion made by Megan and seconded by Jane to adjourn at 5:18pm.

Next meeting will be October 19, 2022

Megan Barnard
Benzonia Public Library.