



**Athens Community Library Board Meeting  
Minutes  
January 30, 2023**

**Call to Order:** Meeting was called to order by Jeannie at 5:30 P.M.

**Participants**

**President:** Jeannie Goodrich

**Library Director:** Missy Irons

**Vice President:**

**Treasurer:** Shirley Damrow

**Secretary:** Hannah Klein

**Guests:** Yvonne Chapman, Kendra Falk

**Public Comments:** Guests Yvonne Chapman and Kendra Falk mentioned interest in joining the board.

**Library Director's Report:** Missy presented the director's report. Missy highlighted two grants that the library received. The first of which is a \$13,880 technology grant from the Athens Area Community Foundation; the second of which is \$2,000 grant from the Dolly Parton Imagination Library. Missy also discussed the new Apollo Information System, which the library will be utilizing in place of the old technology. The new Apollo system will provide the library with an estimated \$300-400 cost savings, to be realized on the next budget. Missy also discussed her upcoming vacation, noting that she will be gone in the month of April, but plans to work extra hours in March and May instead of using PTO.

**New Business:**

- b. Minimum Wage and Sick Leave Correspondence:** Missy presented an email from Foster and Swift pertaining to legal issues surrounding changes to Michigan's minimum wage and paid sick leave. The letter indicated that the law changing these items had not passed and is going to Michigan's Supreme Court for review.

**Approval of Meeting Agenda** – Shirley motioned, and Hannah seconded to adopt the meeting agenda. Discussion was had regarding adding guest Kendra Falk to the board at the beginning of the meeting. Shirley amended the motion, and Hannah seconded the amended motion, to move board appointments to the beginning of the meeting. The motion passed.

**Old Business:**

- a. Appointed Library Board Members:** Shirley motioned to add Kendra Falk to the Athens Library Board. Hannah seconded the motion. The motion passed, and the board welcomed Kendra to the board.

**Approval of Minutes:** Shirley motioned, and Kendra seconded to adopt the December 19, 2022 meeting minutes as presented. The motion passed.

**Treasurer's Report-** Shirley presented the treasurer's report, including the balances of the various library accounts. Hannah motioned to adopt the treasurer's report as presented. Kendra seconded the motion, and the motion passed. The board reviewed the library's December liabilities. Shirley motioned to pay



the December liabilities, in the amount of \$1,494.74, as presented. Hannah seconded the motion, and the motion passed.

**New Business –**

- a. **Budget Review/Revision:** Missy presented the board with a revised budget for the fiscal year ending 03/31/2023. Hannah motioned to revise the budget as presented. Kendra seconded the motion, and the motion passed.
- b. **(Discussed earlier in the meeting)**
- c. **Mileage Reimbursement for the Library Board:** The board discussed mileage stipends for board members' transportation to and from board meetings. It was decided to table this item until the board could receive more information regarding the implications of the stipend from the Athens Township Treasurer Mike Irons.

**Old Business-**

- a. **(Discussed earlier in the meeting)**
- b. **Bylaws and Policies:** The library discussed several policies that the library's attorney had provided for the library in restructuring. The board discussed these policies and took applicable action.
  - i. **Capital Asset Policy:** This policy had been tabled in an earlier meeting. The board had requested that the policy be amended. The board was now presented with the amended policy. Shirley motioned, and Kendra seconded to adopt the policy. The motion passed.
  - ii. **Investment Policy:** This policy was tabled in an earlier meeting. The board had requested that the policy be reviewed by the Athens Township treasurer. After review by Mike Irons with no suggestions for amendment, Shirley motioned and Kendra seconded to adopt the policy. The motion passed.
  - iii. **Establishment of Bylaws:** Shirley motioned to adopt the policy. Kendra seconded the motion, and the motion passed.
  - iv. **Unattended Children and Vulnerable Adults Policy:** Shirley motioned to adopt the policy. Kendra seconded the motion, and the motion passed.
  - v. **Travel Reimbursement Policy:** The board opted to table this item and amend the policy before adopting.
  - vi. **Emergency Management Policy:** Shirley motioned to adopt the policy. Hannah seconded, and the motion passed.
  - vii. **Library Lease Agreement (Information Only):** The board decided to move this item to the following month's agenda.

**The meeting was adjourned at 6:42 p.m. The next regular meeting will be held on February 27,2023, at 5:30, in the Athens Township Office Board Room.**

Respectfully submitted, Missy Irons (*took notes until Hannah arrived at 5:45 p.m.*) and Hannah Klein.

**Athens Community Library Board Meeting**

**Minutes APPROVED**

**February 27, 2023**

**Call to order:** Meeting was called to order by Jeannie at 5:30 P.M.

**Participants**

President: Jeannie Goodrich

Library Director: Missy Irons

Vice President:

Treasurer: Shirley Damrow

Secretary: Hannah Klein

Trustee: Kendra Falk

Guests: Mike Irons, Yvonne Chapman

**Approval of Meeting Agenda** – Shirley motioned, and Kendra seconded to approve of the Meeting Agenda. The motion passed.

**Welcome guests** -The board welcomed Yvonne Chapman.

**Public Comments**-Yvonne Chapman indicated her intention to join the board. Hannah motioned, and Shirley seconded to move agenda item 9b. (Appoint Library Board Members) to after public comments. The motion passed.

**Old Business:**

**b. Appoint Library Board Members:** Hannah motioned, and Kendra seconded to add Yvonne Chapman to the library board. The motion passed. Because Yvonne lives outside of the Athens Township and needs a formal appointment to the board by the township, it was decided that Yvonne participate but not make any motions until receiving her appointment by the Athens Township board.

**Approval of January 2023 Minutes-** Kendra motioned to approve the January 30, 2023, minutes as presented. Shirley seconded, and the motion passed.

**Treasurer's Report**-Shirley presented the treasurer's report, including the balances of the various library accounts. Kendra motioned to adopt the treasurer's report as presented. Hannah seconded, and the motion passed. The board reviewed the library's January liabilities. Kendra motioned that the library pays January liabilities in the amount of \$2070.10, as presented. Shirley seconded the motion, and the motion passed.

**Library Director's Report-** Missy presented the library director's report. Missy indicated that she had removed deceased patrons from the roll, putting the total patron count at 1,438. Missy shared that she had used funds from the technology grant, received from the Athens Area



Community Foundation, to purchase a new printer for the library, as the old one had broken. Missy also noted that she had submitted a request for an AED grant, and that all library employees had been trained in AED. The library also purchased NARCAN kits, and employees will be receiving training shortly.

**New Business-** The board did not have any new business.

**Old Business-**

- a. **Minimum Pay and Sick Leave Act has been sent to the Supreme Court:** The board discussed the potential impact of the pending law regarding minimum wage and paid sick leave.
- b. **Appoint Library Board Members:** (Discussed earlier in the meeting)
- c. **Mileage reimbursement:** The board discussed the common practice by many other Michigan library boards of reimbursing board members for their service to the board by granting a "mileage reimbursement." Discussion was held regarding the necessity of such reimbursement. The board decided to not move forward with this practice at this time.
- d. **Bylaws and policies:** The library discussed several policies that the library's attorney had provided for the library in restructuring. The board discussed these policies and took applicable action.
  - i. **Travel Reimbursement:** The board reviewed this policy and noticed that the policy indicated that full-time employees could receive travel reimbursement. Hannah motioned to amend the policy to make it applicable to all library staff and approve thereafter. Shirley seconded the motion, and the motion passed.
  - ii. **Library Lease Agreement:** Shirley motioned to accept the policy as written. Kendra seconded the motion, and the motion passed.
  - iii. **FOIA Policy-**The board decided to table this policy until further review.
  - iv. **Record Retention Policy:** The board discussed this policy relating to employee records retention. The board decided that they would like clarification on parts of the policy before approving.
  - v. **Confidentiality Policy:** Shirley motioned to approve the policy. Kendra seconded, and the motion passed.
  - vi. **Electronic Communication Policy:** Shirley motioned, and Hannah seconded to approve the policy. The motion passed.
  - vii. **Purchasing Policy:** The board reviewed the policy and requested that it be revised before approving. The policy was tabled for the next meeting.

Athens Township Treasurer Mike Irons provided the date of the library's upcoming audit.

**Adjournment of Meeting:** The meeting was adjourned at 6:53 p.m. The next regular meeting will be held on March 27, 2023, at 5:30, in the Athens Township Office Board Room.



**Athens Community Library Board Meeting  
Minutes  
March 27, 2023**



**Call to Order-** Meeting was called to order by Jeannie Goodrich at 5:31 P.M.

**Participants-**

President: Jeannie Goodrich      Library Director: Missy Irons      Treasurer: Shirley Damrow  
Secretary: Hannah Klein      Trustee: Yvonne Chapman      Guests: Mike Irons, Robin Crance  
Absent: Kendra Falk

**Approval of Meeting Agenda** – Yvonne motioned to approve the meeting agenda after adding “New Employee” to the “New Business” section of the meeting. Shirley seconded, and the motion passed.

**Welcome guests** -The board welcomed guests Mike Irons and Robin Crance.

**Public Comments**-Robin Crance indicated that she would like to join the library board. Yvonne motioned to add “Trustee Appointments” to the agenda. Hannah seconded, and the motion passed.

**Trustee Appointments**- Yvonne motioned to add Robin Crance as a trustee to the library board. Shirley seconded the motion, and the motion passed.

**Approval of February 23, 2023 Minutes**-Shirley motioned to adopt the February 27, 2023 minutes as presented. Yvonne seconded the motion, and the motion passed.

**Public Hearing on Budget-**

- a. **Review 2023-24 budget:** Missy presented the proposed library budget for the 2023/2024 fiscal year. Of note is a proposed library budget of \$91,740.
- b. **Public Comments on Budget Discussion:** Athens Township Treasurer Mike Irons suggested possible modifications.

**Treasurer’s Report-** Shirley presented the treasurer’s report, including the balances of the various library accounts. The board discussed the library’s Omni CD, which matures in April 2023.

- a. **Adoption of Treasurer’s Report:** Yvonne motioned, and Hannah seconded, to approve the treasurer’s report as presented. The motion passed.
- b. **Payment of Liabilities:** Shirley motioned, and Yvonne seconded, to pay the March liabilities in the amount of \$5969.63 as presented. The motion passed.
- c. **Approval to Pay April’s Liabilities:** As the library board will not be meeting in April, Missy requested prior approval to pay a portion of April’s liabilities, including \$2,000 for the Dolly Parton Imagination Library. Hannah motioned to approve of the payment of April’s liabilities in the amount of \$2,000 as well as the April credit card payment. Yvonne seconded the motion, and the motion passed.

**Library Director's Report-** Missy presented the Library Director's report. Of note, was a significant increase in February's patronage compared to the Februarys of 2021 and 2022. Missy also shared the library's Google Performance Report for the previous month.

**Old Business-**

- a. **Signed Lease Agreement and Investment Agreement:** The library previously approved the Lease Agreement as well as the Investment Agreement and had sent them to the Athens Township board for approval and signing. Missy informed the library board that both agreements had been signed by the Athens Township board.
- b. **Bylaws and Policies:** The library discussed several policies that the library's attorney had provided for the library in its restructuring process. The board had previously reviewed these policies and had either tabled or asked for modifications to these policies.
  - i. **FOIA Policy:** The board reviewed the proposed FOIA policy. Hannah moved to adopt the policy as presented. Yvonne seconded the motion, and the motion passed (see Exhibit A).
  - ii. **Records Retention Policy:** Yvonne motioned to approve the Records Retention Policy as presented. Shirley seconded the motion, and the motion passed.
  - iii. **Purchasing Policy:** Shirley motioned to approve the Purchasing Policy as presented. Yvonne seconded the motion, and the motion passed.

**New Business**

- a. **2022-23 Budget Revision #2:** Missy presented the board with a second proposed revised budget for the remainder of the fiscal 2022-23 year. The board discussed these revisions. Yvonne motioned, and Hannah seconded to approve of the revised 2022-23 budget.
- b. **2023-24 Budget:** The board discussed the proposed budget for fiscal year 2023-24. Shirley motioned, and Yvonne seconded, to approve the budget as presented. The motion passed.
- c. **Bylaws and Policies:** The library discussed several policies that the library's attorney had provided for the library in its restructuring process. The board reviewed the policies and took applicable actions.
  - i. **Display/Bulletin Board Policy:** The board reviewed the policy and requested that it be revised before approving.
  - ii. **Surplus Equipment/Items Policy:** Shirley motioned to approve the policy as presented. Robin seconded the motion, and the motion passed.
  - iii. **Volunteer Policy:** The board reviewed the policy and requested revisions before approving.
- d. **New Employee:** Missy informed the board that library clerk Cindy was resigning. Missy recommended that the board approve the hiring of Megahn Henckel. Yvonne motioned that the board recommend the hiring of Megahn Henckel as a library employee to the Athens Township. Shirley seconded the motion, and the motion passed.

**The meeting was adjourned at 7:10 p.m. There will be no library board meeting in April. The next regular meeting will be held on May 22, at 5:30, in the Athens Township Office Board Room.**



Exhibit A

ATHENS COMMUNITY LIBRARY

RESOLUTION TO APPROVE FOIA PROCEDURES AND GUIDELINES,  
A WRITTEN PUBLIC SUMMARY AND DETAILED ITEMIZATION

At a meeting of the Library Board of Athens Community Library (the "Library"), Calhoun County, Michigan, held at the Library on the 30<sup>th</sup> day of January, 2023 at 5:30 p.m.

PRESENT: Jeannie Goodrich, Hannah Klein, Yvonne Chapman  
Shirley Damrow, Robin Crance, Michael Irons, Melissa Irons

ABSENT: Kendra Falk

The following Resolution was offered by Hannah Klein and seconded by Yvonne Chapman.

WHEREAS, the Library is a public body as defined by the Michigan Freedom of Information Act, 1976 PA 442, as amended ("FOIA");

WHEREAS, in the performance of its function as trustees for the Library, it is necessary and appropriate for the Library Board to establish and adopt policies for the operation of the Library;

WHEREAS, pursuant to Section 4(4) of the FOIA, the Library shall establish procedures and guidelines to implement the FOIA and shall create a written public summary regarding how to submit written requests to the Library and explaining how to understand the Library's written responses, deposit requirements, fee calculations, and avenues for challenge and appeal;

WHEREAS, Section 4(4) of the FOIA also requires that the Library's procedures and guidelines include the use of a standard form for detailed itemization of any fee amount in its response to a written request;

WHEREAS, pursuant to 2018 PA 523 ("Act 523"), the Legislature amended the FOIA to require certain contact information from the requester and to clarify when a FOIA is considered abandoned if a requester has not paid a deposit;

WHEREAS, in the interests and the health, safety and welfare of the Library, the Library Board desires to approve procedures and guidelines, a written public summary and a detailed itemization so that it is in compliance with the FOIA and may charge the fees permitted under the FOIA.

NOW THEREFORE, the Library Board of Athens Community Library, Calhoun County, resolves as follows:

1. The Library hereby adopts and approves the Library Procedures and Guidelines (attached as Exhibit A to this Resolution) in compliance with the FOIA.
2. The Library also adopts and approves the Written Public Summary (attached as Exhibit B to this Resolution).
3. The Library also adopts and approves the Detailed Itemization Sheet (attached as Exhibit C to this Resolution). The Library also authorizes the FOIA Coordinator to modify the Detailed Itemization if such modifications are in the best interest of the Library and do not conflict with the FOIA.
4. The Library shall make the Procedures and Guidelines publicly available by providing free copies of the Procedures and Guidelines and its Written Public Summary both in the Library's response to a written request (or may include the website link to the documents in lieu of providing paper copies in its response to a written request) and upon request by visitors at the Library.
5. The Library shall post and maintain the Procedures and Guidelines and Written Public Summary on its website.
6. All resolutions, motions, policies, including any Freedom of Information Act policies, or any parts thereof that are in conflict with this Resolution are hereby repealed to the extent of such conflict.

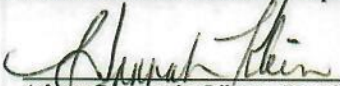
YEAS: 5

NAYS: 0

RESOLUTION DECLARED ADOPTED.

STATE OF MICHIGAN                    )  
  ) ss.  
COUNTY OF CALHOUN                )

I, the undersigned, the duly qualified and acting Clerk of Athens Community Library, DO HEREBY CERTIFY that the foregoing is a true and complete copy of certain proceedings taken by the Library Board of said Library at a meeting held on the 27<sup>th</sup> day of March 2023, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, as amended, and that the minutes of said meeting were kept and will be or have been made available as required under the Open Meetings Act.

  
Athens Community Library, Board Secretary





**Athens Community Library Board Meeting  
Minutes  
May 22, 2023**

**Call to Order-** Meeting was called to order by Jeannie Goodrich at 5:31 P.M.

**Participants-**

President: Jeannie Goodrich      Library Director: Missy Irons      Treasurer: Shirley Damrow  
Secretary: Hannah Klein      Trustees: Yvonne Chapman, Robin Crance, Kendra Falk  
Guests: Mike Irons

**Approval of Meeting Agenda** – Kendra motioned to approve the meeting agenda. Yvonne seconded, and the motion passed.

**Welcome guests** -The board welcomed guest Mike Irons.

**Public Comments**-There were no public comments.

**Approval of March 27, 2023 Minutes**-Yvonne motioned to adopt the March 27, 2023 minutes as presented. Robin seconded the motion, and the motion passed.

**Treasurer's Report-** Shirley presented the treasurer's report, including the balances of the various library accounts. Athens Township Treasurer Mike Irons and Shirley discussed the recent transactions completed on behalf of the Library. Of note, the Library's Omni Community Credit Union (OCCU) CD matured. The funds were moved to Southern Michigan Bank and Trust (SMBT), where a new CD was started. Additionally, all funds from the OCCU checking and savings accounts, except for \$2,000 and \$1,005 respectively, were transferred to the Library's SMBT accounts. The Library's OCCU Business Money Market account was closed, and the funds moved to the Library's SMBT checking account. The board discussed the purpose of these transactions (consolidating financial assets to a single bank) and the purpose of leaving two accounts open at OCCU (receiving direct deposit funds from state aid). The board also discussed obtaining a SMBT Credit Card for the Library. This discussion was tabled until the Library adopts a credit card policy.

- a. **Adoption of Treasurer's Report:** Yvonne motioned, and Kendra seconded, to approve the treasurer's report as presented. The motion passed.
- b. **Payment of April Liabilities:** Yvonne motioned, and Kendra seconded, to pay the April liabilities in the amount of \$2,085.00 as presented. The motion passed.
- c. **Approval to Pay May Liabilities:** Yvonne motioned to approve of the payment of May liabilities in the amount of \$8,480.68. Shirley seconded the motion, and the motion passed.

**Library Director's Report-** Missy presented the Library Director's report, including plans for the Summer Reading Program. Missy also shared that the library received a \$10,000 grant from Libraries Transforming Small Communities and a \$2,200 grant from the Dollar General. Missy also discussed ADA



compliance with the board. Missy reported that, for the library to continue receiving federal funding, it must be ADA compliant by 2024. The board discussed the necessary changes that needed to be made, including modifications on the side door and an updating of the library's website to make it accessible to those who have disabilities. Missy also reminded the board that the library would be receiving an audit in June.

#### **Old Business-**

- a. **Display/Bulletin Board Policy:** The board discussed this updated policy and voted to approve the updated version. Shirley motioned to approve the policy. Yvonne seconded, and the motion passed.
- b. **Volunteer Policy:** The library discussed the updated policy. Due to outstanding questions, the board decided to table this discussion.

#### **New Business**

- a. **Employee Resignation:** The board discussed Cindy Chard's change of status request, as Cindy wishes to only be scheduled as a substitute. Kendra motioned to accept Cindy's change of status. Yvonne seconded the motion, and the motion passed.
- b. **Termination of Employee:** Missy shared with the board that she had recently terminated an employee. Missy presented the board with documents supporting her decision, including incident reports. Kendra motioned to formally terminate Madyson Long-Vosburg. Yvonne seconded the motion, and the motion passed.
- c. **Additional Assistant for Summer Reading Program:** Missy discussed her need for Summer Reading Program assistants. Missy also mentioned that she has sought help from local educators to fill this need. The board discussed the hiring process for a needed new employee and recommended that Missy interview for the position, then recommend an individual for the position to the board.
- d. **Bylaws and Policies:** The library discussed several policies that the library's attorney had provided for the library in its restructuring process. The board reviewed the policies and took applicable actions.
  - i. **Credit Card Policy:** The board reviewed the policy and requested it be amended by adding a monthly spending limit of \$5,000. Yvonne motioned to approve the policy, with the amendment. Kendra seconded the motion, and the motion passed.
  - ii. **Electronic Transactions of Public Funds Policy:** This item was tabled until more information regarding its necessity could be provided.
  - iii. **Social Media Policy:** The board reviewed the policy and requested it be amended by removing part #5. Shirley motioned to approve the policy, as amended. Yvonne seconded the motion, and the motion passed.
  - iv. **Programming Policy:** The board reviewed the policy and requested it be amended by removing the wording "Program Coordinator." Yvonne motioned to accept the policy as amended. Robin seconded the motion, and the motion passed.

**The meeting was adjourned at 6:53 p.m. The next regular meeting will be held on June 26, at 5:30, in the Athens Township Office Board Room.**