

**Athens Community Library Board Meeting Minutes  
February 20, 2024**

**Participants-**

President: Jeannie Goodrich

Library Director: Missy Irons

Treasurer: Shirley Damrow

Secretary: Hannah Klein

Trustees: Kendra Falk, Robin Crance (absent)

Guests: Mike Irons

**Call to Order-** Meeting was called to order by Kendra at 5:36 P.M. Kendra led the meeting.

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

**Announcements** -There were no announcements.

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

**Approval of January 16, 2024 Minutes**-Shirley motioned to adopt the January 16, 2024 minutes as presented. Hannah seconded the motion, and the motion passed.

**Treasurer's Report-** Shirley presented the treasurer's report, reviewing the balances of the library's accounts and highlighting the balance sheet and P & L. Missy shared that the library's penal fines had been deposited into the library's Southern Michigan Bank and Trust (SMBT) account, as requested. Athens Township treasurer Mike Irons suggested that the board wait until another round of penal funds be successfully deposited into the SMBT account before closing the Omni account that was receiving the funds previously. Missy discussed the January liabilities with the board. Installation of the automatic doors accounted for the greater part of expenditures. A grant covered most of the cost, with the Athens Township paying for the rest of the project.

- a. **Adoption of Treasurer's Report:** Hannah motioned, and Jeannie seconded, to approve the treasurer's report as presented. The motion passed.
- b. **Payment of January Liabilities:** Jeannie motioned to pay the February liabilities in the amount of \$16,075.03 as presented. Shirley seconded the motion, and the motion passed.

**Library Director's Report-** Missy presented the Library Director's report. In December, 97 books were purchased. The library also received a donation of 49 books. Missy highlighted the Circulation Data Comparison Report, Comparison of Patron Visit Data Report, and Comparison of Patron Services Report, reports that she created to compare data from the Januarys of the last three years. Missy shared that various maintenance issues have been resolved, including the installation of automatic doors, and the fixing of leaks in the restrooms. Missy discussed grant funding with the library, indicating that the library did not receive the LEO grant, as hoped; however, the library received a \$10,000 grant from Libraries Transforming Small Communities.

**Old Business**

- a. **Background checks:** Background checks for current library staff have been completed via the Michigan State Police website. The board discussed using Ichat instead for future hires.

## **New Business**

- a. Letter to Township Board requesting assistance with salaries:** The board reviewed a letter to be given to the Athens Township board at their next board meeting. As discussed at January's library board meeting, the board is requesting a salary increase for all library staff. The letter highlights the need for this salary increase.
- b. New Employee:** Carol Adams has been hired and is in training to be a substitute library clerk.
- c. Employee Policy Document:** The board reviewed the document, revising its name to the "Employee Handbook." Hannah motioned to accept the document, as revised. Jeannie seconded the motion, and the motion passed.
- d. Policy list decision for budgeting reasons:** The board discussed the policies they had approved as well as the policies that still need to be created. Missy reminded the board that all required policies have been approved. Missy also described the cost factors in making new policies with assistance from the library's attorney. The board highlighted several new policies that they would like to discuss and vote upon in future meetings.
- e. Renew Employee Leasing Services Agreement with the Athens Township Board:** The board conducted their annual review of the Employee Leasing Services Agreement with the Athens Township Board document.

**The meeting was adjourned at 6:37 p.m. The next regular meeting will be held on March 19th, at 5:30, in the Athens Township Office Board Room.**