

**Athens Community Library Board Meeting  
Minutes Approved  
January 24, 2022**

Meeting was called to order by Jeannie at 5:37 P.M.

**Participants**

**President:** Jeannie Goodrich

**Library Director:** Missy Irons

**Vice President:**

**Treasurer:** Amy Heath

**Secretary:** Hannah Klein

**Guests:** Mike Irons

**Approval of Meeting Agenda** –Hannah motioned, and Amy seconded to approve of the meeting's agenda. The motion passed.

**Welcome guests** -Mike Irons was in attendance.

**Approval of December 2021 Minutes**-Amy motioned, and Hannah seconded to approve of the December 2021 Minutes. The motion passed.

**Treasurer's Report**-Amy shared that the library's Omni accounts had earned \$645 through the bank's cash back rebate program. The board discussed that this positive development may affect their decision about obtaining a cash-back credit card. Amy also shared that the addition of Deb Denney's name to the library's financial accounts had been completed. In addition, Judi Henckel's name had been removed from all accounts.

**Library Director's Report**- Missy discussed her report with the board. Of note was that the library is the recipient of a \$500 Harper Creek Optimist Grant to be used for children's audio books. Missy also mentioned that she attended a recent meeting of several Michigan librarians. During the meeting, Missy learned that several libraries had been approached by a group of people who self-investigated the policies and procedures of the libraries. These groups often ask library employees questions regarding policies and use video recording devices to capture information about the library. As a takeaway from the meeting, Missy coached the Athens Township's library employees on how to handle such a situation. Missy also amended the library's policies to protect the personal information of library staff and patrons. Policies now disallow the video recording of patrons and employees, and of their personal information.

**Old Business**

- a. **Library Restructure**-Mike Irons presented information from his discussion with Anne Seuryneck, the attorney retained by Athens Township to represent the Township's interests in the library's restructuring process. Mike asked Anne to represent the library, as an entity under the Township's umbrella. Anne agreed to this and said that she would be sending the township a letter of disengagement and would then reengage with the library. Anne also said that she could help the library create new by-laws in the restructuring process.

**b. Cash Back Credit Card Comparison**-Missy presented a chart of various cash back credit card programs. However, because of the funds generated from Omni's cash back rebate program, the board decided to not obtain a card at this time and to leave all funds at Omni.

**c. Maintenance Position** – The Athens Township board hired Nolan Fry to fill the open maintenance position for the library.

**d. Cleaning Position**- Cindy resigned effective 1/31/22 and is writing the official letter of resignation but will remain in the library position. Based on a review of her employment past practice, we recommended to the Township Treasurer, in attendance, to pay her for the months that were worked and consult with the Township labor attorney relative to a release letter with the last check to ensure closure of this position. Hannah motioned, and Amy seconded to accept the resignation. The motion was passed. During this time, the board also discussed that Missy had provided custodial services to the library when the custodian was absent. Hannah motioned, and Amy seconded to pay Missy for the time she spent cleaning. The motion passed. Additionally, Amy motioned, and Hannah seconded, that Missy post the custodial position to the appropriate job boards. The motion passed. Lastly, Amy motioned, and Hannah seconded the motion, that Missy provide custodial services to the library at her current pay rate, until the position was filled. The motion passed.

**e. 2022 Holiday closings**- The board reviewed the current holiday pay schedule and decided to keep things as they were regarding paid/unpaid holidays for library employees.

**f. Closing the library due to illness update**-In previous meetings, the library had discussed the possibility of the Athens Township using a grant to cover lost employee wages from when the library was closed because of Covid. This topic was discussed at the Athens Township's board meeting, with township board members requesting more information before approving the allocation of the funds. At the township's board meeting, discussion was held about the possibility of also using these funds to replace books lost because of pandemic closures. The township board also requested more information regarding this before making any decisions about the grant money.

#### **New Business**

- a. Substitute Library Clerk**-The board discussed the possible need for a substitute library clerk. Amy motioned to post the open position to the appropriate job boards. Hannah seconded the motion, and the motion passed.

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

**The meeting was adjourned at 6:38 p.m. The next regular meeting will be held on February 21, 2022, at 5:30, in the Athens Township Office Board Room.**

To whom it may concern,

I am putting in my notice, that as of January 31, 2022, I will no longer be able to continue cleaning the Athens Community Library. Due to increased pain in my shoulder and neck that I had prior surgery on. I appreciate the opportunity that was given to me.

Thank you,

Cindy Chard

1/21/2022

**Athens Community Library Board Meeting**  
**Minutes APPROVED**  
**February 28, 2022**

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

**Participants**

**President:** Jeannie Goodrich

**Library Director:** Missy Irons

**Treasurer:** Amy Heath

**Secretary:** Hannah Klein

**Guests:** Mike Irons, Julie Vandermeer

**Approval of Meeting Agenda** –Amy motioned, and Hannah seconded to approve of the meeting’s agenda. The motion passed.

**Welcome guests** -Mike Irons and Julie Vandermeer were in attendance.

**Approval of January 2022 Minutes**-Amy motioned, and Hannah seconded to approve of the January 2022 Minutes. The motion passed.

**Treasurer’s Report-**

2021-22 Proposed Budget Amendment: Amy presented the board with a proposed amended budget for the remainder of the fiscal year. Hannah motioned, and Amy seconded to approve of the amended budget.

Delinquent Payment: Missy discussed with the board that the library had received a late payment fee from Omni Community Credit Union, as the payment of the library’s credit card invoice had not been paid by the due date. As the Athens Township must approve and pay the library’s invoices, the Township meeting had been later in the month, and the bill was late in being approved and paid. Missy suggested that this could be avoided by the library giving Athens Township permission to pay the bill online. Amy motioned to allow the Township to pay the credit card online. Hannah seconded, and the motion passed.

2022-23 Budget Meeting: The board discussed the need for a budget hearing. The board decided to hold the budget meeting immediately before the next scheduled board meeting.

**Library Director’s Report-** Missy presented the library director’s report. Missy discussed data that she had gathered, which compared patron visits, circulation of media and services offered between January 2021 and January 2022. In all categories, numbers had increased significantly from 2021 to 2022, indicating a growing library.

**Old Business**

- a. **Insurance-** Mike Irons presented information that he had obtained after discussions with both the Township’s insurance agent and attorney. It was suggested by the attorney that the library board carry its own liability insurance for errors and omissions. Mike said that he

would obtain estimates for this insurance. Mike also recommended that the library obtain insurance for the library's contents.

**b. New Hires-**The library has hired two new employees. Eric Matson will now provide the library with custodial and maintenance services. Myra Schwartz will serve as a substitute librarian.

**c. Millage Request –**Discussion was held about the upcoming millage request which will be going on the ballot in either August or November. Should the millage be approved, it will replace the current millage line on the Athens Township budget. The board discussed the question of how much of a millage to request. The board also discussed the process of communicating the need and benefits of the millage to the taxpayers. It was suggested that the board obtain a consultant to assist them with these matters. Missy will gather information regarding the securing of a consultant and will discuss her findings with the board at the next meeting.

#### **New Business**

- a. Library Director Leave of Absence-**Missy shared with the board that she would be taking time off from her director's duties during the month of March. During this time, assistant library director Nathaniel Mottinger will be completing the tasks assigned to the director. Missy requested that Nathaniel be given extra compensation during this time. The board discussed the appropriate way to compensate Nathaniel for his extra duties. It was decided that a stipend would be the most effective way to do this. Hannah motioned, and Amy seconded to award Nathaniel a \$15 daily stipend when serving as director, effective for the days which he works and is on site .
- b. Casual Labor Hours-** Madyson Vosburg currently is approved to work up to five hours a month for the library. Missy requested that the board approve Madyson to work up to fifteen hours a month. The board tabled a decision until after the budget hearing.

**Public Comments-**Guest Julie Vandermeer presented the board with information about a Vollara surface and air purifier. Julie recommended that the library purchase a device to improve the library's air quality. The board thanked Julie for her presentation.

**The meeting was adjourned at 6:55 p.m. The next regular meeting will be held on March 21, 2022, following the 5:30 budget hearing, in the Athens Township Office Board Room.**

**Athens Community Library Board Meeting**  
**Minutes APPROVED**  
**March 21, 2022**

Meeting was called to order by Jeannie at 5:31 P.M.

**Participants**

**President:** Jeannie Goodrich

**Library Director:** Missy Irons

**Treasurer:** Amy Heath

**Secretary:** Hannah Klein

**Guests:** Shirley Damrow

Jeannie called the meeting to order at 5:31

**Approval of Meeting Agenda** –Hannah motioned, and Amy seconded to approve of the meeting’s agenda. The motion passed.

**Welcome guests** -The board welcomed guest Shirley Damrow, who was in attendance due to her interest in joining the board.

**Approval of 2022 February Minutes**-Amy motioned, and Hannah seconded to approve of the February 2022 Minutes. The motion passed.

**Public Hearing on Budget-**

- a. **Review Budget:** Missy presented the board with proposed 2022/2023 budgets based upon the millage of .65 and .70. Missy compared these budgets to the 2021/2022 budget as well.
- b. **Public Comment on Budget Discussion:** Guest Shirley Damrow discussed accounting practices with regards to grants received by the library.

**Treasurer’s Report-** Amy presented the board with YTD financial reports.

**Library Director’s Report-** Missy presented the library director’s report. Of note, was the purchase of children’s audio books, thanks to a grant received by the library.

**Old Business-**

- a. **Insurance necessities:** The board discussed the library’s need for insurance for the library’s contents, including books, shelving, furniture, and computers. The library has received a proposed insurance package from the Ted Hartleb Insurance Agency. The board delayed their decision about the insurance policy upon further review by the Athens Township board.
- b. **Millage Request/Specialist:** Missy informed the board that the amount of the millage request needed to be determined by the board no later than April 23, 2022. Missy also told the board that she had investigated the possibility of the board obtaining a specialist who could advise them on the millage request process. Missy said that she had been given the name of Shirley Braursema, who works for the Kent County Library. Amy motioned, and Hannah seconded, for Missy to reach out to the advisor to request assistance with the

millage process. The motion passed. The board also discussed the amount of millage that they should request of voters on the August ballot. The board decided that it would be advantageous to request a .70 millage. Amy motioned, and Hannah seconded, that the board request a .70 millage on the August ballot. The motion passed.

- c. **Casual Labor/Hours:** Missy requested that the board approve Madyson Vosburg to work up to 10 hours a month. Based upon the budgeted amounts for labor, the board approved this request.

**New Business-**

- a. **2022/2023 Budget:** Amy motioned and Hannah seconded to accept the proposed budget as presented. The motion passed.
- b. **Document Storage Requirements:** The board discussed record keeping and document storage of board documents. The board discussed who was responsible for various document retention.
- c. **Letter from Mumford, Schubel, MacFarlane, Barnett:** A previously retained attorney, J Macfarlane, sent the library his letter of retirement.

**Public Comments-**Guest Shirley Damrow said that she would like to join the library board. The board advised Shirley to attend the next board meeting when she will be added formally.

**The meeting was adjourned at 6:28 p.m. The next regular meeting will be held on April 25, 2022, at 5:30 p.m. in the Athens Township Office Board Room.**

**APPROVED**

**Athens Community Library Board Meeting  
Minutes  
April 25, 2022**

**Participants**

**President:** Jeannie Goodrich

**Library Director:** Missy Irons

**Treasurer:** Amy Heath

**Secretary:** Hannah Klein

**Guests:** Shirley Damrow, Mike Irons

The meeting was called to order by Missy at 5:39 P.M.

*Missy presided over the meeting, as Jeannie was not yet in attendance.*

**Approval of Meeting Agenda** –Amy motioned, and Hannah seconded to approve of the meeting’s agenda. The motion passed.

**Welcome guests** -The board welcomed Shirley Damrow.

*Jeannie arrived and assumed administrative authority over the meeting.*

**Approval of March 21, 22 Minutes**-Amy motioned, and Hannah seconded to approve of the March 2022 Minutes. The motion passed.

**New Business-**

- a. **New board member:** Amy motioned to appoint Shirley Damrow as a library board trustee. Hannah seconded the motion, and the motion passed.
- b. **Millage language:** The board discussed millage language options for the millage request that would be submitted to the county clerk for August’s ballot. The board decided to submit the option presented by Missy. Amy motioned that the board submit the library proposal language as Missy presented in the meeting. Hannah seconded the motion. The motion passed.
- c. **Credit Card for treasurer:** Discussion was held regarding names listed on the library’s financial accounts with Omni Community Credit Union (OCCU). The board discussed that as treasurer, Amy should be named on the library’s credit card account, along with all of the other OCCU accounts. Hannah motioned that Amy be added to the library’s credit card as the library treasurer. Shirley seconded the motion, and the motion passed. The board also discussed that a previous board member, Linda Minier, was still named on some of the library’s financial accounts with OCCU. Hannah motioned to remove Linda Minier from library bank accounts, including the credit card at OCCU. Shirley seconded the motion. The motion passed. The board then discussed the role of the Athens Township in the library’s financial accounts and decided it would be best if the Township’s clerk, Deb Denney, be added to the OCCU credit card. Amy motioned that Deb Denney be added as the account holder for the OCCU credit card. Hannah seconded the motion, and the motion passed.
- d. **Foster and Swift engagement letter** – A letter of engagement from the law office of Foster and Swift was presented to the board. Amy motioned to approve the engagement letter as written. Hannah seconded the motion, and the motion passed. Missy told the board that



**APPROVED**

she would notify the library's current attorney that the library had retained a new attorney and wished to disengage.

**Treasurer's Report-** Amy presented the treasurer's report.

**Library Director's Report-** Missy presented the library director's report. Of note, the library had received another \$500 grant from the Harper Creek Optimist Club. Missy also presented information comparing patron visits and book circulation between Quarter 1 of 2021 and Quarter 1 of 2022.

**Old Business-**

- a. **Update on millage consultant and Yes Committee:** Missy presented the information gathered upon consultation with the millage consultant, Shirley Braursema. Missy told the board that a Yes Committee, which would raise funds and promote the passing of the library's requested millage had been formed. Missy explained the role of the committee and the role of the board in the promotion of the millage.
- b. **Clarify salary from budget discussion:** The board discussed the previously approved budget. Missy mentioned that an increase in salaries had been budgeted and requested guidance on the salaries' distribution. The board suggested that Missy deliver performance reviews on library staff, then make recommendations for salary increases. The board also said that they would conduct Missy's performance evaluation.
- c. **Status of Insurance Policy:** Mike Irons informed the board that the Athens Township board had accepted the library insurance proposal from the Ted Hartleb Insurance Agency. In addition, the Township had voted to pay the first year's insurance premium for the library.

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

**The meeting was adjourned at 6:52 p.m. The next regular meeting will be held on May 23, 2022, at 5:30 p.m. in the Athens Township Office Board Room.**

**Athens Community Library Board Meeting**  
**Minutes Approved**  
**May 23, 2022**

**Participants**

**President:** Jeannie Goodrich

**Library Director:** Missy Irons

**Treasurer:** Amy Heath

**Secretary:** Hannah Klein

**Trustee:** Shirley Damrow

**Guests:**

The meeting was called to order by Jeannie at 5:39 P.M.

**Approval of Meeting Agenda** –Amy motioned, and Hannah seconded to approve of the meeting’s agenda as presented. The motion passed.

**Welcome guests** -No guests were in attendance

**Approval of April, 25 Minutes**-Amy motioned, and Shirley seconded to approve of the April 2022 Minutes. The motion passed.

**Treasurer’s Report**- Amy presented the treasurer’s report. Amy mentioned that expenditures were under reported for this accounting cycle, as taxes would not be expensed until the following month.

**Library Director’s Report**- Missy presented the library director’s report. She discussed a \$2,000 grant that the library had just received from Dollar General. Missy also said that the library had received the funds that had been lost because of fraudulent activity on the library’s credit card. Missy informed the board that a library newsletter would be sent out to township residents in the month of June.

**New Business-**

- a. **Township/Library Audit:** Discussion was had regarding who would be responsible for completing the library’s audit this fiscal year. Missy had contacted the previous auditor to see if the library had a contract with them. Missy was informed that the library did not have a contract in place. The board discussed if the library would need to seek an auditor, or if it would receive an audit from Athens Township’s auditor, as the library is now under the township’s umbrella. The board was presented with an audit proposal from Siegfried Crandall P.C. but was unsure about what direction to take. It was decided that the board would talk to the township’s treasurer first, and table a decision about the audit proposal until the following month. Shirley motioned that the library notifies the previous auditor about the library’s decision to use a new auditor. Amy seconded the motion, and the motion passed.
- b. **Summer Library Program:** Missy presented information to the board about the upcoming summer reading program for youth.
- c. **Employee Evaluations:** Missy informed the board that she had completed evaluations on the library team members, save for the new employee. Missy told the board about suggestions she had received from the team members regarding the library. Suggestions

included extending the library's hours, providing ongoing training for staff, and conducting regular team meetings. Missy and the board discussed the financial implications and benefits of trainings. The board encouraged Missy to pursue the suggestions given her while being aware of the labor budget.

**Old Business-**

- a. **Disengagement email from Mumford Law:** Missy informed the board that she had sent a disengagement letter to Mumford Law Firm.
- b. **Employee Raises:** Missy indicated that she wished to provide a \$1/hour wage increase corresponding to the performance reviews that she had delivered. Hannah motioned and Shirley seconded to provide requested raises. Amy brought forth discussion regarding the timing of the raises and asked if it would be best to wait to see the results of the millage proposal. The board decided to move forward with the raises. The motion passed. Effective June 1<sup>st</sup>, 2022, the three employees who received performance reviews will receive \$1/hour pay increases.
- c. **Yes Committee and Millage Campaign Update:** Missy updated the board regarding the progress of the Yes Committee. Missy informed the board that the committee had submitted all required paperwork to the county.

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

**Amendment to the Agenda-** Amy motioned to add the topic of the "Library Director Review" to the meeting's agenda. Hannah seconded the motion, and the motion passed.

Jeannie discussed with the board the various methods the board could use to complete Missy's performance review. It was decided that each board member would write an individual review, then submit completed review to Jeannie to collate. Jeannie would deliver the director's review to Missy at the next meeting.

**The meeting was adjourned at 6:50 p.m. The next regular meeting will be held on June 27, 2022, at 5:30 p.m. in the Athens Township Office Board Room.**