

Athens Community Library Special Board Meeting
Minutes Approved
June 1, 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 5:31 p.m.

Approval of Meeting Agenda- Shirley motioned, and Hannah seconded to approve of the agenda as presented. The motion passed.

New Business- The board reviewed the resignation letter of the library's custodian, Eric Mattson. Amy motioned to accept Eric's resignation, effective July 1st, 2022. The motion was seconded and passed. The board discussed next steps in regards to filling the vacant custodial position. Missy said that she planned to contact the individuals who she previously interviewed when first hiring for the custodial position.

Old Business- The board discussed the upcoming library audit. Hannah motioned to hire Steve Bryer of Siegfried & Crandall to complete the library's audit. Amy seconded the motion, and the motion passed.

Public Comments- There were no public comments.

Adjournment of Meeting- Amy motioned, and Hannah seconded to adjourn the meeting. The motion passed, and the meeting was adjourned at 5:37 p.m. The next regular meeting will be held on June 27th, 2022, at 5:30 in the Township Office Board Room.

**Athens Community Library Board Meeting
Minutes
June 27, 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 5:31 P.M.

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

Welcome guests -No guests were in attendance

Approval of May 23 Minutes-Amy motioned that May’s minutes be amended by adding the clarifying word “employee” in front of the word “taxes” on the treasurer’s report, and to accept the minutes as amended. Shirley seconded the motion, and the motion passed.

Approval of June 1 Special Meeting Minutes-Amy motioned to accept the June 1st minutes as presented. Hannah seconded, and the motion passed.

Treasurer’s Report- Amy presented the treasurer’s report. Amy reviewed the library’s account balances for the board. Amy reported that, to gain interest on the library funds, she moved \$22,300 from the library’s Omni Checking Account, which does not gain interest, to the library’s Omni Money Market, which does provide interest. Jeannie recommended to Amy that, for the sake of integrity and transparency in financial transactions, she discuss like actions with the board first. During this time, Missy informed the board that the library auditor’s findings included the need for the board to approve the treasurer’s report as presented. The auditor also indicated that the board needed to approve the payment of liabilities. Therefore, Amy presented the board with outstanding invoices. Amy motioned that the board approve the payment of these invoices. Shirley seconded the motion, and the motion passed. Hannah motioned to adopt the treasurer’s report. Shirley seconded the motion, and the motion passed.

Library Director’s Report- Missy presented the library director’s report, including a “Patron Data Comparison” graph, comparing the number of library patrons between Jan-May 2021 and Jan-May 2022. Data indicated a significant increase of patrons in 2022 compared to the same period of 2021.

New Business-

- a. **Library Director Performance Evaluation Review:** Jeannie presented Missy with her performance review, based upon compilation of reviews done by individual members of the board. Missy did not have any questions, and commented on the evaluation’s suggestions and feedback.

- b. **Library Director Salary:** The board discussed a merit increase for Missy, based upon her recent evaluation. The board decided to give Missy an 8% increase in salary, based upon the similar percentage increase library employees had received because of their evaluations. Hannah motioned to increase Missy's salary by \$1.25/hour, effective July 1st. Shirley seconded, and the motion passed.

Old Business-

- a. **New Cleaning Personnel:** As the library is still in need of a cleaning team member, Missy mentioned to the board that the Athens Township had recently hired Jenny Lane to clean for the township. Jenny had expressed interest in working for the library but requested a wage like that of the townships. The board discussed the issue and decided to move forward with hiring Jenny. Hannah motioned to hire Jenny Lane for \$15/hour, for up to 4 hours a week. Amy seconded, and the motion passed.
- b. **Audit Update:** Missy presented the board with the auditor's findings. The auditor recommended that the board adopt various financial policies, even before completing the restructure. Missy reviewed several similar policies that were held by the Athens Township. The board asked Missy to use these policies as templates and create new ones, tailored towards the library. The board asked Missy to present these new recommendations at a future board meeting for board review.
- c. **Yes Committee and Millage Campaign Update:** Missy updated the board regarding the progress of the Yes Committee. Missy said that yard signs had been purchased by the Yes Committee. Amy also informed the board that a sample ballot, including the proposed millage, was available for viewing at the township office.
- d. **Summer Reading Program Update:** Missy updated the board on the progress and success of the Summer Reading Program. Missy mentioned that nearly 30 children, in comparison with almost 10 children in 2021, had attended the last meeting.

Public Comments: There were no public comments.

The meeting was adjourned at 6:50 p.m. The next regular meeting will be held on July 25, 2022, at 5:30 p.m. in the Athens Township Office Board Room.

**Athens Community Library Board Meeting
Minutes
July 25, 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 5:32 P.M.

Approval of Meeting Agenda –Missy requested that the agenda be amended before approval. Items to be added to the agenda included Myra Schwartz’s resignation and additional staffing needs. Amy motioned to approve of the meeting’s agenda as amended. Shirley seconded, and the motion passed.

Welcome guests -No guests were attendance at the beginning of the meeting

Approval of June 27 Minutes-Shirley motioned to approve the June 27th meeting minutes. Hannah seconded the motion, and the motion passed.

Treasurer’s Report- Amy presented the treasurer’s report. Amy reviewed the library’s account balances for the board. Missy reviewed the library’s expenses with the board. Amy motioned and Hannah seconded to accept the treasurer’s report as presented. The motion passed.

Amy motioned to pay the library’s liabilities of \$5,118.99 as presented. Shirley seconded, and the motion passed.

New Business-

- a. **Additional Hours on Wednesdays:** Missy discussed with the board that she had changed the library’s hours by now opening the library at 9 a.m. instead of 12 p.m. on Wednesdays. Due to the increased financial responsibility of extended hours, Missy indicated that it would be best for the board to vote on the extended library hours. Amy motioned to accept the extended library hours. Shirley seconded the motion, and the motion passed.
- b. **Personnel files:** Missy discussed personnel file maintenance with the board. The board suggested that Missy consult with Athens Township regarding this matter, as all library employees are actually Athens Township employees.
- c. **Incident Reports:** Missy presented the board with several incident reports written in response to the voluntary resignation of employee Myra Schwartz. Missy also discussed an incident report written in response to a voucher request from an out of district individual who became upset when he was denied the meal voucher. The board discussed what should be done with incident reports, and it was recommended that a file be started for these reports.

*Guest Mike Irons joined at this juncture.

- d. **HOPE Grant and salaries:** Missy reported on the remaining \$7,000 in the HOPE Grant fund. As \$3,000 of the remaining funds were allocated for employee salaries, Missy sought the board's guidance regarding the dispersal of these funds. It was discussed how funds allocated for employee salaries should be dispersed. The board decided to use a formula in which each employee's salary would be the multiplying factor in the percentage of the allocation. Jeannie calculated suggested bonuses as follows:

Missy Irons: \$714.29 Nathaniel Mottinger: \$615.38 Cindy Chard: \$593.41

Rosemary Johnson: \$593.41 Madyson Vosburg: \$483.52

Amy motioned to pay bonus salaries to employees as calculated by Jeannie. Shirley seconded the motion, and the motion passed.

- e. **Employee Resignation:** Missy presented the board with the resignation letter submitted by Myra Schwartz. Amy motioned, and Hannah seconded, to accept the resignation of Myra Schwartz. The motion passed.
- f. **Additional Staffing Needs:** The board discussed the need or lack thereof to hire a staff member to fill the vacancy of substitute librarian. The board recommended that Missy wait to hire additional staff until the need presented itself. The board also suggested that Missy discuss the possible hiring need with employee Madyson Vosburg, inquiring if she would be interested in filling the position, should the need for additional staffing arise.

Library Director's Report: Missy presented the director's report. Of note was an increase of 16 new patrons and a purchase of 55 new books. Missy also said that she had made a procedural change with new patrons. In the past, patrons would be enrolled as a computer user per their request. New patrons will now be enrolled as computer users during the intake process.

Missy indicated that she received a draft of audit findings from the library's recent audit. Missy also indicated that she has a representation letter from the auditor for the board's signature. Hannah signed the document and returned to Missy.

Old Business-

- a. **Summer Reading Program:** Missy discussed the success of the Summer Reading Program. Due to a greater than expected attendance, the program may exceed budget. Mike Irons said that the Athens Township had allocated \$1,000 for the library, should the program exceed budget and need additional funding.

Public Comments- There were no public comments.

Adjournment- Amy motioned to adjourn, and Hannah seconded the motion. The motion passed, with the meeting adjourned at 6:36 p.m. The next regular meeting will be held on August 22, 2022, at 5:30 p.m. in the Township Office Board Room.

**Athens Community Library Board Meeting
Minutes
August 22nd, 2022**

Participants

President: Jeannie Goodrich

Library Director: Missy Irons

Treasurer: Amy Heath

Secretary: Hannah Klein

Trustee: Shirley Damrow

Guests: Kendra Faulk

The meeting was called to order by Missy at 5:33 P.M., as Jeannie was not yet in attendance.

Approval of Meeting Agenda –Amy motioned to accept the meeting agenda as presented. Shirley seconded the motion, and the motion passed.

Welcome guests -The board welcomed prospective board member Kendra Faulk. The board members explained the board's history as well as current projects to Kendra.

**Jeannie arrived and assumed control of the board meeting.*

Approval of July 25th Minutes-Amy motioned to approve the July 25th meeting minutes. Hannah seconded the motion, and the motion passed.

Treasurer's Report- Amy presented the treasurer's report. Amy reviewed the library's account balances for the board. Amy informed the board that Athens Township Treasurer Mike Irons is requesting that the board move funds from the Omni Community Credit Union account to the Southern Michigan Bank & Trust account. Amy explained that this transfer will allow the Township to pay the library's liabilities for the remainder of the fiscal year. The board discussed that the funds would have to be taken from the money market account at OCCU. Shirley motioned, and Hannah seconded to accept the treasurer's report as presented. The motion passed.

Hannah motioned that the board transfer \$20,000 from the library's Omni Community Credit Union Money Market account to the Southern Michigan Bank & Trust account. Shirley seconded, and the motion passed.

Missy presented the board with the library's outstanding liabilities. Amy motioned to pay the library's liabilities of \$3,421.54 as presented. Shirley seconded, and the motion passed.

Library Director's Report: Missy presented the director's report. Missy reported on the current results of the library's ongoing book sale. She also reminded the board that the 6th grade class from Athens would be starting their visits to the library in September. Missy and the board discussed the results of the election and the impact the passing of the millage would have upon the library's budget.

New Business-

- a. **Substitute Librarian:** Missy informed the board that she had spoken to Madyson Vosburg about becoming a substitute librarian. Madyson expressed interest in the position. Amy motioned, and Shirley seconded that a recommendation be made to the Athens Township board that the library hire Madyson Vosburg as a substitute librarian and that Madyson be paid substitute librarian wages when she fulfills said duties. The motion passed.
- b. **New Bylaws and Policies, including Out-of-Town Patron Fees:** Missy discussed the need for new library policies. She indicated that she would like to first address the policy regarding library fees for out-of-town patrons. Currently, the policy for out-of-town patrons requires patrons to pay a one-time fee for use of the library and its resources. Due to the passing of the millage, the current policy allows for out-of-town patrons to pay less than township residents. Missy discussed potential fees. Missy also discussed the need for a policy regarding school of choice students. The board recommended that Missy research how other libraries handle similar issues. Missy also discussed the process of creating new library policies with the assistance of a lawyer. The board recommended that Missy obtain an estimate of attorney fees related to creating new policies and present this information to the board.

Old Business-

- a. **Summer Reading Program:** Missy discussed the success of the Summer Reading Program. An average of 24 children participated in the 9-week program. The program exceeded the budgeted amount, but the Athens Township agreed to cover the excess and has been invoiced accordingly.
- b. **Optional Employee-Training Stipend:** Missy presented the board with a training program she was in the process of creating for library employees. The program would be optional and include online trainings related to library operations. Training time would be capped at 3 hours per employee, per month. The board discussed the potential impact the trainings would have upon the budget and estimated it to be \$2,000 per year. Missy and the board discussed the training wage that would be used for employees who took the online courses. It was decided that Missy would make amendments to the program and submit it to the board for final approval.
- c. **Audit Reports:** Board members received the Financial Statements report prepared by auditors Siegfried Crandall. Of note was recommendations by the auditor that the library board create several financial policies before the next audit. The auditors noted that there was a greater than 10 percent differentiation between the library's projected and actual budgets for the previous fiscal year. The auditors found the library to be in compliance with legal provisions and sent a qualifying statement to the State of Michigan.

Public Comments- There were no public comments.

Adjournment- The meeting was adjourned at 6:34 p.m. The next regular meeting will be held on September 26, 2022, at 5:30 p.m. in the Township Office Board Room.

Athens Community Library Board Meeting
Minutes APPROVED
October 24th , 2022

Participants

President: Jeannie Goodrich

Library Director: Missy Irons

Treasurer:

Secretary: Hannah Klein

Trustee: Shirley Damrow

Guests:

The meeting was called to order by Missy at 5:30 P.M., as Jeannie was not yet in attendance.

Approval of Meeting Agenda –Missy informed the board that Treasurer Amy Heath submitted her board resignation. Hannah motioned to approve the meeting agenda after adding Amy’s resignation to “New Business.” Shirley seconded the motion, and the motion passed.

Welcome guests -No guests were present

Approval of August 22, 2022 Minutes-Shirley motioned to approve the August 22nd meeting minutes. Hannah seconded the motion, and the motion passed.

**Jeannie arrived and assumed control of the board meeting.*

Treasurer’s Report- Missy presented the treasurer’s report. Missy informed the board that the library had received two grants. The board discussed the current need for a treasurer. Athens Township Treasurer Mike Irons is available to fill this position but is uncertain if this would be a conflict of interest, as his wife is the library director. The board also discussed the consolidation of funds to one bank, Southern Michigan Bank and Trust (SMBT), as the library currently holds funds at SMBT and Omni Community Credit Union (OCCU). The board decided to not act until after the library, with assistance from an attorney, creates and approves investment policies. Shirley motioned to adopt the treasurer’s report as presented. Hannah seconded the motion, and the motion passed. Missy presented the current liabilities to the board for the months of September and October. Hannah motioned to pay the current liabilities as presented. Shirley seconded, and the motion passed.

Library Director’s Report: Missy presented the director’s report, including data from August and September. Missy discussed outstanding maintenance needs and reported that one of the library’s computers is broken. The board discussed the eventual need to replace all of the library’s computers. Missy mentioned that the Athens Community Foundation had given the library a grant for the purchase of large print books. Missy shared her various learnings from the Michigan Library Association Conference that she had attended the previous week. At the conference, Missy learned that many local libraries have filters on computers. The board discussed the legality and need of such filters and decided that they would address this need by creating and implementing a policy, with advice from the retained attorney.

New Business-

- a. **Open board positions:** The board discussed the resignation of Treasurer Amy Heath. Trustee Shirley said that she was willing to fill this position. Jeannie suggested that Athens Township Treasurer Mike Irons be invited to the next library meeting to outline the role and responsibilities of the library treasurer. The board decided to not act upon voting in a new treasurer until all tasks had been clearly delineated. The board suggested that Missy publicize the need for additional board members.
- b. **Fees for Out-of-Town Patrons:** Missy presented data from local libraries, indicating their membership fees for out-of-town patrons. Missy calculated that, as a result of the millage, the average Athens Township household will pay \$33 annually for use of the library. Missy suggested that the library charge annual fees of \$10 per person and \$30 per household for out-of-town patrons. The board also discussed when this policy should be implemented. Hannah motioned that, beginning January 1, 2023, out-of-town membership fees be \$10 per person and \$30 per household. Shirley seconded the motion, and the motion passed.
- c. **Michigan Library Association Annual Conference:** Missy informed the board that, at a later time, she would like to present additional information from the conference she attended.
- d. **Yearbook Advertisement:** The board discussed placing an advertisement in the school yearbook. It was decided that the board would not do so.
- e. **Technology:** Missy reminded the board that one of the library's computers was no longer functioning. She indicated that she had applied for technology grants but had not yet received one. Missy also told the board that purchasing a new computer was not currently in the budget.
- f. **Maintenance Position Resignation:** The board reviewed the resignation letter of Maintenance Employee Nollan Fry. Shirley motioned to accept the resignation letter, Hannah seconded, and the motion passed.
- g. **Substitute Librarian:** Missy recommended that an additional substitute librarian be hired. Missy informed the board that Laurie Swanson had indicated interest in the position. Shirley motioned to offer the substitute librarian position, at \$12/hour, to Laurie Swanson. Hannah seconded the motion, and the motion passed.
- h. **Mileage for conferences:** Missy highlighted the need for the library to have a mileage reimbursement policy. This need was discussed, and it was decided that Missy would seek advice from the library's attorney, asking her to create such a policy to be later ratified by the library board.
- i. **Amy Heath's Resignation:** The board discussed Amy Heath's resignation and indicated the need to remove her name from the applicable financial accounts. Shirley motioned to accept Amy's resignation, effective 10-24-22. Hannah seconded the motion. The motion passed. Shirley motioned to remove Amy from the library's Omni Community Credit Union accounts. Hannah seconded, and the motion passed.

The board would like to express gratitude to Amy for her service on the library board.

Old Business-

- a. Optional Employee Training Stipend:** Missy provided the board with an optional employee training program she had created, along with corresponding stipends for completing the training. The board reviewed the program. Hannah motioned to adopt the employee-training stipend and form as presented. Shirley seconded the motion, and the motion passed.
- b. Bylaws and Policies Lawyer Fee:** Missy presented the board with the estimated attorney fees associated with creating new bylaws and policies. Hannah motioned to move forward with the creation of library bylaws and policies with attorney Anne Seuryck.

Discussion regarding compensation for library employees when the library is closed- Missy sought the board's advice regarding the compensation of library employees for the previous week, when the library was closed because of sickness. Based upon past practice, the board recommended that Missy pay the employees as if they had worked during the week of closure.

Adjournment- The meeting was adjourned at 6:52 p.m. The next regular meeting will be held on November 28, 2022, at 5:30 p.m. in the Township Office Board Room.

Athens Community Library Board Meeting
Minutes APPROVED
December 1st 2022

Participants

President: Jeannie Goodrich

Library Director: Missy Irons

Treasurer:

Secretary: Hannah Klein

Trustee:

Guests: Mike Irons

The meeting was called to order by Jeannie at 5:31 p.m.

Board member Shirley Damrow was not in attendance, and the board discussed that several items on the agenda would need to be tabled until Shirley was present.

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

Welcome guests -Athens township treasurer Mike Irons was in attendance to discuss the role of the library treasurer.

Approval of October 24th Minutes-Hannah motioned to approve the October 24th minutes. Jeannie seconded, and the motion passed.

Treasurer’s Report- Mike Irons presented the library’s treasurer’s report, including the profit and loss statement as well as grants received by the library. Hannah motioned to adopt the treasurer’s report as presented. Jeannie seconded, and the motion passed. Missy presented the November liabilities for the library. The board reviewed the liabilities, and Hannah motioned to pay the November liabilities in the amount of \$4504.05 as presented. Jeannie seconded the motion, and the motion passed.

Budget Review/Revision-This item was tabled for the next board meeting.

Library Director’s Report: Missy presented the director’s report, including data from October. Of note, the library received two grants during the month of October. Missy indicated that she had applied for a technology grant, but planned to use the above mentioned grants for updates to the library’s technology, should she not receive the technology grant.

New Business-

- a. **Treasurer’s Matrix:** The board tabled this item until Shirley could attend.
- b. **Board Members/Treasurer:** The board tabled this item until Shirley could attend.
- c. **Add Township Treasurer to the Omni Account:** The board tabled this item until Shirley could attend.
- d. **Letter to the Village regarding sidewalk:** Missy presented the board with a letter she had sent the Athens Village President, detailing the previously noted need for sidewalk repair at the library’s entrance. As the walkway remains a potential hazard, Missy requested an

incident form from Athens Township. As Missy has not received the form, she plans to create an incident form for any accidents arising from the broken sidewalk.

- e. **Incident Report:** Missy presented the board with an incident report regarding patron misconduct. As the incident included violence and police were called, the board discussed what to do about the offending patron, who is a minor. Hannah motioned to ban the minor, Hunter Childers, until he is 18 years old. Missy also discussed a separate patron issue with the board, involving unaccompanied minors. Previously, four siblings had spent several hours in the library, over several days, unaccompanied. The children had left messes for the library staff and had caused disruption to patrons. Missy contacted the children's grandfather via mail and in person, reminding him of the Unattended Child Policy. Missy presented a copy of the letter to the board. Missy indicated that, since contacting the grandfather, the issue has appeared to be resolved.

- f. **2023 Board Meetings:** The board tabled this item until Shirley could attend.

- g. **2023 Holiday Closings:** The board tabled this item until Shirley could attend.

- h. **Employees:**

Custodial Position: Missy announced that the library's current custodian, Jenny Lane, had submitted her resignation. Hannah motioned to accept Jenny's resignation. Jeannie seconded the motion, and the motion passed. Missy indicated that she had interviewed an applicant, Arrin Upton, and wished to hire him to fill the vacancy. Hannah motioned that the board recommend to the Athens Township that Arrin Upton be hired as the library's custodian. Jeannie seconded the motion, and the motion passed.

Maintenance Position: Missy indicated that she had interviewed Gavin Snodderly and wished to hire him to fill the library's maintenance position. Hannah motioned that the board recommend to the Athens Township that Gavin Snodderly be hired as the library's maintenance worker. Jeannie seconded the motion, and the motion passed.

- i. **Next Regular Meeting:** The next regular meeting for the library board will be on December 19th at 5:30 in the Athens Township Office Board Room.

Old Business-

- a. **Open Board Positions:** The board discussed the need to advertise the open board positions.
- b. **First set of bylaws and policies:** The board was provided with drafts of new library policies. The board decided to table the reviewing and editing process until Shirley was present.
- c. **Letters to Non-Resident Patrons and Patron Application.** This discussion was tabled for the next regular meeting.

Adjournment- The meeting was adjourned at 6:08 p.m.

Respectfully submitted, Hannah Klein

Athens Community Library Board Meeting
Minutes APPROVED
December 19, 2022

Participants

President: Jeannie Goodrich

Library Director: Missy Irons

Treasurer:

Secretary: Hannah Klein

Trustee: Shirley Damrow

Guests: Mike Irons, Kendra Falk

The meeting was called to order by Jeannie at 5:35 p.m.

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

Welcome guests -The board welcomed Kendra Falk and Mike Irons.

Public Comments: There were no public comments.

Approval of December 1st Minutes-Hannah motioned to approve the December 1st minutes. Shirley seconded, and the motion passed.

Treasurer’s Report- Mike Irons presented the treasurer’s report, including the library’s Profit and Loss statement, highlighting major expenses and income. Hannah motioned to adopt the treasurer’s report as presented. Shirley seconded the motion, and the motion passed. The board reviewed the library’s liabilities, presented by Missy. Hannah motioned to pay the November liabilities as presented. Shirley seconded the motion, and the motion passed.

Library Director’s Report: Missy presented the director’s report. Missy indicated that she is in the process of purging patron roles by removing deceased or inactive (for 5 or more years) patrons. Missy also shared that she recently attended an MLA library meeting, where she learned about upcoming changes in Michigan’s laws pertaining to minimum wage and sick leave. Due to these changes, Missy sought counsel from the library’s attorney. In turn, the attorney had questions regarding the library’s wishes regarding the number of sick days a library employee (via Athens Township) could roll over from year to year. The board discussed the question and decided to wait for the Athens Township board to create a policy for township employees. Upon review of an established policy for township employees, the library board will request their attorney to create a policy addressing sick days.

New Business-

- a. **Treasurer’s Matrix:** The board discussed the treasurer’s matrix, which outlined the roles and responsibilities of the library treasurer. Specifically, the board discussed the role with Shirley Damrow, who had previously expressed interest in the position of treasurer. Upon review of the matrix, Shirley indicated that she was willing to fill the vacancy.
- b. **Board Members/Treasurer:** Hannah motioned to appoint Shirley as new library board treasurer. Jeannie seconded, and the motion passed.

- c. **Add Administrators to the Omni Accounts:** Shirley Damrow **motioned to remove the library's previous treasurer**, Amy Heath, from the Omni Accounts. Hannah Klein seconded the motion, and the motion passed. Shirley Damrow **motioned to add Shirley Damrow to the Omni accounts**. Hannah Klein seconded the motion, and the motion passed. Hannah Klein **motioned to add Michael Irons, Athens Township Treasurer, to the Omni accounts**. Shirley Damrow seconded the motion, and the motion passed. Hannah Klein **motioned to add Melissa Irons, Athens Township Library Director, as a responsible individual to the Omni accounts**. Shirley seconded the motion, and the motion passed.
- d. **2023 Board Meetings:** Missy presented a proposed meeting schedule for the library board's 2023 meetings. Hannah motioned to adopt the 2023 meeting dates as presented. Shirley seconded, and the motion passed.
- e. **2023 Holiday Closings:** Missy presented a proposed schedule of 2023 holiday closings for the library. Shirley motioned to adopt the holiday closings schedule as presented. Hannah seconded, and the motion passed.

Old Business-

- a. **Open Board Positions:** The board discussed the open board positions.
- b. **First set of bylaws and policies:** The board was provided with drafts of new library policies.
 - i. **Circulation Policy:** Shirley motioned to adopt the circulation policy as presented. Hannah seconded, and the motion passed.
 - ii. **Material Selection Policy:** The board discussed the policy and decided it would be best to amend the policy by removing the Athens Community Foundation from the policy (under "Gifts"). Shirley motioned to approve the Material Selection Policy after amending. Hannah seconded the motion, and the motion passed.
 - iii. **Patron Behavior Policy:** Shirley motioned to adopt the Patron Behavior Policy. Hannah seconded, and the motion passed.
 - iv. **Computer and Internet Use Policy:** Shirley motioned to adopt the Computer and Internet Use Policy. Hannah seconded, and the motion passed.
 - v. **Capital Asset Policy:** The board discussed the proposed policy and recognized a need for revision before adopting. The board decided to request a review of the policy by Athens Township Treasurer Mike Irons before amending and/or approving.
 - vi. **Investment Policy:** The board discussed the proposed policy and recognized a need for revision before adopting. The board decided to request a review of the policy by Athens Township Treasurer Mike Irons before amending and/or approving.
 - vii. **Establishment of Bylaws:** The board discussed the proposed policy and recognized a need for revision before adopting. The policy will be sent back to the attorney for rewording.
- c. **Letters to Non-Resident Patrons and Patron Application.** Missy presented the board with a communication that she planned to mail to non-resident patrons, indicating the need for non-resident patrons to purchase a library card. Missy also presented the board with a new application packet that she had created. As of January 1st, 2023, this application packet will

be given to both resident and non-resident patrons. Additionally, as of January 1st, 2023, all patrons will be given a library card, upon completion of the application packet and payment of applicable fees.

- d. **Letter to parent of banned minor:** Missy presented the board with a communication she had sent to the parent of a banned minor.

Adjournment: The meeting was adjourned at 7:08 p.m. The next regularly scheduled meeting will be held on January 30th at 5:30 p.m., in the Athens Township Office Board Room.

Respectfully submitted, Hannah Klein