

Athens Community Library Minutes



2-8-2021

Virtual Meeting Date: 1-11-2021

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

Participants:

President: Clela Bauer (Athens, MI)

Vice President: Judi Henckel (Athens, MI)

Treasurer: Linda Minier (Athens, MI)

Secretary: Lori Doubleday (Athens, MI)

Trustees: Kelly Henckel (Athens, MI), Colleen Swank (Athens, MI), and Nora Vaughn (Athens, MI)

Library Director: Missy Irons / attended until 6 p.m.

Guests: None

Secretary's Report: The minutes from the November 9th, 2020 and December 7th, 2020 were reviewed by all board members. A motion made by Colleen and seconded by Kelly to accept the minutes as presented. Roll call vote / all in favor.

Library Director's Report: Missy had previously emailed all board members copies of her November and December reports.

The December newsletter was mailed out to township residents at the end of December. The township covered the \$412.00 cost of postage to have the newsletter mailed to 750 people. The board appreciates the township's initiative to make the community more aware of the library. Missy reported that future newsletter mailings will be sent with routine Township mailings or may be mailed through a reduced rate (19 cents each) to residents of the township. Missy also reported that there have been several visits to the webpage and 470 patrons received the digital newsletter.

Missy is working on 2 grants for the upcoming year through Target and Dollar General.

Treasurer's Report: Presented by Linda. The audit was delivered to the Township.

OLD BUSINESS

Weekly Library Schedule: A motion was made by Kelly to reopen the library from 7-8 p.m. on Tuesday / Thursday. The motion was passed unanimously by a roll call vote. This will return the library to the pre-Covid schedule. The additional hours will start the week of January 18. Missy will be asked to correct the signage and postings of our hours.

Scrapbooks: All of the library scrapbooks have been returned from the Historical Society.

LLD 1-13-2021

Consolidating Board Minutes: Lori has located electronic and paper copies of most of the minutes. Minutes between 2000-2009 have not been located. Lori will reach out to the daughters of Margaret Smith (now deceased), who was the acting secretary during that time. Once all the minutes are consolidated, Judi will have the paper minutes scanned into electronic copies. Hard drives to hold records will be purchased.

Review of Web Page: Missy had the library web page up and running a month before expectation. The board appreciates her skill and prompt attention to this task. The web page has been well received by the board and community members.

Curbside Service: Patrons have not requested curbside service yet, but the library staff is prepared for this service.

Parking: Missy reported that the parking issue has improved significantly since the village posted the signs and other local businesses have been made aware of the designated library parking.

NEW BUSINESS

Website: Following discussion, all board members agreed to have personal contact information posted on the website for community members and patrons to be able to contact board members directly with questions, concerns and comments. Lori will collect this information and give to Missy for posting.

The board will also ask Missy to post the donation policy on the website and add a statement in the Board Meeting section to specifically welcome the public to attend meetings.

Treasurer / Financial History: Linda shared the history of the treasurer position and encouraged trustees to consider becoming an Assistant Treasurer to learn more about the treasurer role and responsibilities. Kelly expressed interest and Nora made a motion to appoint Kelly Henckel as an assistant treasurer. Cle seconded the motion and the motion passed unanimously by roll call vote.

Linda requested a second authorized signer for our accounts at Omni Community Credit Union. Nora made a motion to appoint Kelly Henckel as an authorized signer, Cle seconded the motion and the motion carried unanimously by roll call.

Holiday Schedule: Missy reported in her November director's report that only 1 patron visited the library the 2 days following Thanksgiving and indicated that the board may want to consider closing. The December director's report reflected that there were only 12 patrons total on the 6 days surrounding the official holidays (Thanksgiving, Christmas, New Year's). In response, Cle forwarded a proposed holiday schedule the week prior to the board meeting adding 4 more days to the holiday schedule for 2021.

The board received an email from Missy the day of this meeting, asking the board to consider how the loss of wages would impact staff if the library did close on the additional days she had previously suggested.

After careful consideration and review the board adopted the following holiday schedule for 2021:

The Library will be Closed on

Memorial Day	Monday May 31, 2021
Labor Day	Monday September 6, 2021
Thanksgiving	Thursday November 25, 2021
Christmas	Saturday December 25, 2021
New Year's Day	Saturday January 1, 2022

The board appreciates the director's concern about staff wages and the potential loss of income for our staff. As a result of the director's input, this schedule represents a reduction in holiday closures from 8 days in 2020 to 5 days in 2021. The library director can determine if staff will rotate holidays off to avoid unfair loss of wages for those holidays that repeat on set days. Staff are always welcome to find subs if they prefer not to work on slow days.

MEL Usage: The board recognizes that MEL is being used by many patrons and encompasses a good deal of the staff's time. The board will request that staff log the number of books coming in for our patron's use and the number of books that we are sending out to other libraries to be included in the monthly director's report.

Public Comments: None

The Meeting was adjourned at 7:05 p.m.

Next meeting: February 8, 2021 at 5:30 p.m.

Respectfully Submitted,

Lori Doubleday, Secretary

Athens Area Community Library Minutes



3-8-2021

Virtual Meeting Date: 2-8-2021

The meeting was called to order at 5:30 p.m.

Participants:

President: Clela Bauer (Athens, MI)

Vice President: Judi Henckel (Athens, MI)

Treasurer: Linda Minier (Athens, MI)

Secretary: Lori Doubleday (Athens, MI)

Absent: Kelly Henckel (Assistant Treasurer)

Trustees: Colleen Swank (Athens, MI) and Nora Vaughn (Athens, MI)

Library Director: Missy Irons

Guest: Mike Irons, Athens Township Treasurer

Secretary's Report: The minutes from the January 11, 2021 were reviewed by all board members. A motion was made by Judi and seconded by Colleen to accept the minutes as presented. Roll call vote / all in favor.

Corrections were needed for the Dec. 7th, 2020 minutes:

Discussion ensued regarding if the library board is a governing board or advisory board or if the township should be the governing body of the library since the township covers the liability insurance for the library and issues the employee paychecks using the township federal tax ID number.

Amendment:

The library issues paychecks to its employees. Quarterly we report to the Township of Athens the gross pay, FICA & Medicare, federal tax, and net pay for every employee. The library then issues to the Township a check for the FICA & Medicare, and federal tax (if any, employee's choice) for the reported quarter for every employee. The Township then under their federal tax ID number pays that amount to the IRS.

A motion was made by Linda to accept the amendment to the Dec. 7, 2020 minutes, seconded by Cle. Roll call vote/ all in favor.

Treasurer's Report: Presented by Linda. The last check from penal fines was received and is \$2,724.00 less than expected.

OLD BUSINESS

Curbside Service: Today was the first day that a patron requested curbside service, which was likely weather-related.

Website: Missy will post the guidelines for donations, which is outlined in the Library Policy Book. Patrons will be provided with donation receipts if requested.

NEW BUSINESS

Patron Letter: Missy updated the patron welcome letter. A motion was made by Lori to accept the letter as written, seconded by Colleen. Roll call vote/ all in favor.

Virtual Story Time: This will be conducted twice monthly using Facebook. Several ideas were generated to include guest speakers. Missy will coordinate.

Front Desk Light: A light is needed at the desk to indicate that the library is open when the automatic lights shut off.

Grab and Go Bags: Several ideas were discussed. Missy will coordinate.

Mel Usage Reports: This past month there were 116 check-in and check-outs for Mel. Eighty one of our patrons checked out Mel materials.

Miscellaneous Financial Information: Discussion centered around how to plan and budget for library director wages that exceed 20 hours per week as designated in the director's employment agreement

The most time consuming task according to Missy, has been compiling, folding, and mailing the newsletter.

Following discussion and input from Mike Irons, the following was decided:

- The library director will publish newsletters in February, April, June, September and November.
- The newsletter will be posted on the website and mailed to township residents and businesses.
- The township will mail the February, June and November newsletters with scheduled mailings.
- The library will pay postage for April and September mailings, using bulk rates (19 cents each).
- The library will budget for the newsletter for 2021-22.
- The township has offered their tri-fold machine to assist with the newsletter.

Linda proposed a wage increase of 50 cents per hour for all employees (including the director) and a \$20.00 / month increase for cleaning services to be effective beginning Feb. 1, 2021. Judi made a motion to accept the wage increase as proposed, seconded by Lori. Roll call vote/all in favor.

Linda requested a special board meeting to review a proposed budget for 21-22 and amendments to the 20-21 budget. This will be held on Monday March 29 at 5:30 pm.

Inclement Weather Policy: The policy drafted by Lori was discussed. Colleen made a motion to accept the policy as drafted, seconded by Nora. Roll call vote / all in favor. **(New Policy is attached.)**

Monthly Agendas: Agenda items should be sent to Cle by noon on the Friday prior to the Monday board meeting. The finalized agenda will be sent to Missy by noon on Monday to be posted on the website as required by the Open Meetings act.

Acquisition /Weeding Forms: Cle reminded Missy that these reports are due quarterly.

Library Director's Report: Missy provided her monthly report. Patron visits and circulation have increased again this month.

Grant applications for BCCF/ Dolly Pardon Imagination Library and the Pilcrow Foundation for Childhood Literacy Grant have been completed. Missy is working on 2 other grants. Virtual Story Time on Facebook will begin on Feb. 10th.

Public Comments: Mike Irons reported that the township's lawyer (McFarlane) has contacted the State to verify if the township can levy a special assessment to provide funding for the library. This has been done since 2006 but if it is not allowed, the township may need to request a special millage to help fund the library. Mike emphasized that sending a monthly newsletter may end up being a vital communication tool to help pass a library millage if needed in the future.

Mike Irons reported that the township will be working with the village to try and solve the problem of water leaking into the basement. This may require the library to be closed for a few days in the spring. Mike will give us plenty of notice if that needs to happen.

The township graciously gifted a large safe to the library to house the historical scrapbooks. This has been delivered and set up in the basement of the library. Lori will send a thank you to the Township board.

The Meeting was adjourned at 7:08 p.m.

Next Regular Meeting: March 8, 2021 at 5:30 p.m.

Special Budget Board Meeting: March 29, 2021 at 5:30 p.m.

Respectfully Submitted,

Lori Doubleday, Secretary

Athens Area Community Library Inclement Weather Policy

In the event of inclement or hazardous weather that may necessitate closing of the library, a decision will be made with input from a board officer*, the library director and the employee scheduled to work. Conditions existing in the village will be the primary factor in making the final determination. This procedure will also be utilized in the event of a delayed opening or early closure.

If the following warnings are issued 2 hours prior to the library opening or after the library has opened, the library will close after a board officer has been contacted and the closure has been approved.

These conditions include:

- Tornado watch or warning**
- Blizzard warning or blizzard conditions
- Below zero wind chill
- Ice storm warning or conditions

The board reserves the right to make the final decision regarding the opening and closing of the library.

Once the decision has been finalized by the board officer, the library director will be contacted. It will be the library director's responsibility to contact the scheduled employee and post the closing on the library's Facebook page and website. If the scheduled employee is not able or willing to work, a substitute can be contacted by either the library director or scheduled employee.

*A sequential listing of the board officers to be contacted will be specified and posted at the circulation desk.

**If patrons and employees are in the building when weather conditions suddenly change (i.e. tornado), the board would prefer all those in the building seek shelter in the basement until the threat is over.

This policy recognizes that a public library is a safe haven for patrons who may need a place to warm up in the winter or a cool place to rest in the summer.



Athens Community Library Minutes

3-29-21

Date: March 8, 2021

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

Participants:

President: Clela Bauer (Athens, MI) **Vice President:** Judi Henckel (Athens, MI)

Treasurer: Linda Minier (Athens, MI) **Secretary:** Lori Doubleday (Athens, MI)

Assistant Treasurer: Kelly Henckel (Athens, MI)

Trustees: Colleen Swank (Athens, MI)

Absent: Nora Vaughn (Trustee)

Library Director: Missy Irons

Guest: Mike Irons, Athens Township Treasurer

Secretary's Report: The minutes from the February 8, 2021 meeting were reviewed by all board members. A motion was made by Kelly and seconded by Judy to accept the minutes as presented. Roll call vote / all in favor.

Treasurer's Report: Presented and reviewed by Linda.

OLD BUSINESS

Update from Township: Mike Irons updated the board on the Township's findings regarding the questions the Township raised in the December 7, 2020 special meeting (namely, the initial establishment of the library and the Township's use of special assessment funding for the library).

Although the Township has levied a special assessment to help fund the library for the past 14 years, the Township has recently learned that it has not been an appropriate way to fund the library given the parameters of special assessments. After contacting Mr. McFarland (Township attorney) the Township was directed to Clare Membiela, Library Law Consultant from the Library of Michigan.

Ms. Membiela did considerable research on the establishment of the Athens Community Library and advised that our library had been flagged by the state as one of six that needed to be re-established under 1877 PA 164 (Section 10). Prior to the re-establishment, the Township must have a voted millage designated for the library. Further, the library board will need to be replaced by an elected board and the library board will then become elected Township officials vs. volunteers.

Mike relayed that the state will allow the library to continue to operate "as is" as long as the Township is working towards a voted millage and re-establishment of the library. Ms. Membiela's email ((2-22-21) stated "the Library of Michigan would permit the library to remain as is until the re-establishment is complete (after the 2022 elections since a millage would be required if re-establishing under 1877 PA 164 section 10 (MCL 397.210). The library will continue to receive State Aid and Penal Fines while this process is underway.

The Township has given approval to seek additional legal advice from an attorney versed in library law to assist the Township in this endeavor.

Mike also provided an update on the basement water issue which is being closely monitored and will soon be addressed as weather conditions allow.

(See attached documents for additional details).

NEW BUSINESS

MDHHS Update/ Impact on Library: As long as patrons can maintain social distancing requirements, the library can now have 50% capacity. Tutors with students can use the library. Board meetings will remain virtual through March 31.

Budget and Budget Amendment/ Omni Account: Linda discussed the upcoming budget and amendments. Linda requested two board members volunteer to be officers on our Omni Business Account. Judy Henckel and Kelly Henckel volunteered.

Linda informed the board that she will complete the 2021 budget, 2021 summer audit and the state aid application in October prior to her resignation from the board. Linda will also provide mentorship to our assistant treasurer (Kelly). Linda began her time on the board in 1999 as a trustee and was elected by the board to be the treasurer in 2008. She has given countless hours on behalf of the library with both official and unofficial duties and her dedication has provided financial stability for the library.

Library Director Report: Patron visits were slightly lower in February which was attributed to weather and the shorter month. Monday and Thursdays continue to be the busiest days of the week. There has been a positive response from the community from the mailed newsletters.

Interim Director Pay: Missy proposed that the board consider a policy that would allow the assistant library director be paid the director's rate if s/he needed to fulfill the director's duties due to an extended absence. Discussion followed. It was agreed that a policy should be considered for the future and Judy will look into similar policies for guidance and report back to the board.

Announcements: Lori Doubleday provided the board with her resignation letter, effective April 1st *(see attached letter).*

A motion was made by Cle to adjourn the meeting, seconded by Judy. The Meeting was adjourned at 6:50 pm.

Special Budget Board Meeting: March 29, 2021 at 5:30 p.m.

Next Regular Meeting: April 12, 2021 at 5:30 p.m.

Respectfully Submitted,

Lori Doubleday, Secretary

March 8, 2021 Board Meeting Attachments

Mike Irons
Treasurer
Athens Township
irons.mike@yahoo.com
VIA E-MAIL

February 8, 2021

Dear Mike:

The autonomy and governance of a library is determined by its establishment. Athens Township Library seems to have been a mystery to the Library of Michigan. The records we have say “unknown,” and the annual report filed by the library each year for state aid indicates “Township” in the area where a library’s establishment is entered by the library. However, that is not much assistance here because for a library of Athens’ age, there are multiple types of township library establishments, each with their own characteristics.

I did some research into the history of the Athens library to discover its original establishment and to track any subsequent changes in order to discern the current establishment. I searched the documents held by the Library of Michigan as well as historical newspapers, historical library statistic and directory compilations, a township history of Athens, and library establishment laws in effect at the time of the Athens library’s creation.

According to newspaper (the Battle Creek Enquirer) accounts, a library was planned as part of the building of the Village Community Memorial House, which was completed in 1923 (with assistance and collaboration of the Township), and which was designed with space to include a library. During this same time, the Athens village council appointed a committee of ladies to investigate a library. The construction was funded by Bonds. (Articles 1,2,3)

It would seem that the library was established in the Community House by these ladies and operated using donations and fundraising. In 1923, The ladies appeared to form a “Library Association,” per Michigan Compiled Laws of the State section 10683, which would have put the library under the control of this association, which (according to newspaper reports, elected a board each year to govern the library). (Articles 5,6,7,8,9)

Anecdotal information suggests that at some point the library changed hands from village to township, and at that time became under the control of the township. I have been unable to locate the timeframe of that change. My guess is that at the time the township began funding the library, the ladies’ association continued to manage the library and it morphed into its current format of governance. This could explain why there is no mention of the library changing hands, so to speak (there was no functional change so the patrons would not have noticed).

I believe that the Athens library was established in the spring of 1923 under the following laws:

Initially:

- **A library established under Section 2049(8) of the Compiled Laws of the State** (1922 supplement to the 1915 ed.) (attached, doc 10) from Hein Online.
 - **Evidence For:** Establishment & building of building via bond election. Matches news and anecdotal evidence of building housing library partially funded by bond. Operation funded by donations and fundraising rather than twp. funding or taxes. Once established, library committee formed "Library Association" for operation and governance.
 - **Evidence Against:** Unusual. Statute provides authority to levy bond for purchase or construction of building for establishing a library. Not a typical establishment law.

The most likely option is that the township & village offered the space, and the village asked the committee of women to create a library and they formed a Library Association under Michigan Compiled Laws of the State section 10683.

- **A Library association under section 10683 of the Compiled Laws of the State** (1922 supplement to the 1915 ed.) (Attached, Doc 11)
 - **Evidence For:** Incorporated group made up of "Library Proprietors." Entity that is not a typical board - such as current Athens library Board. Historical articles suggest that Athens DID have a "Library Association."

This option puts the association in charge and the library was likely run in this manner until the township began funding it. At that time it seems the Library would likely have become a township library under Michigan Compiled Laws of the State section 5740 (and then 1955 PA 269) and continued that way until the present.

- Depending on when the township took control - A township library under section 5740 et seq. of the Compiled Laws of the State (1915 ed)(attached Doc 12), or 1955 PA 269 township library (attached Doc 13). Both are statutory sections and library establishment types that no longer exist. Under this type, the library would have been under the management of the Township Board. There is no other establishment type that fits this scenario.
 - **Evidence For:** Township control, township funding (no millage). School District involvement possible as newspaper information suggests school was started to supplement High School (see Battle Creek papers, attached). Only establishment law that fits facts.
 - **Evidence Against:** This establishment type has no "library board." Under this establishment type, the township board of supervisors would act as the library board. It is possible the township decided to appoint an advisory board, but that is not part of the statute. Very possible township took over library

and maintained previous governance without re-establishing.

It is clear from newspaper accounts that there was an association-like library board into the 50's, so it is quite likely that the model continued after the Township began funding the library – even though there is no establishment type that includes this type of governance. It is also possible that the township took over funding and never formally changed establishment.

Historical newspaper searches in the Battle Creek Examiner and other Michigan papers between 1922 and 2021 suggest that the Athens library:

- Was established as part of a “Community House” and War Memorial, by Athens Township & Village, with the land purchased by the village and the building paid for by bonds, donations and fundraising, with participation by the township.
- Was initially established by the village, which appointed a committee of ladies to create the library and in part, provide the high school students with access to materials.
- Never had a voted millage (necessary if the library was formed under The City Village Township Library Act, 1877 PA 164). Funding accomplished via donations and fundraising by “committee”/board (news items). I searched election results from 1922 to 2021 and found not one ballot proposal for a library millage for Athens.
- Started with a 3 person “Library Committee” and then a large “Library Association” or “Library board,” since its creation in 1923. It is likely that the original “committee” became a “Library Association” to govern and fundraise for the library.
- Original library served township and village. Building in village, township now runs library.

Solution:

Library needs to re-establish to maintain legally established status (necessary for State Aid, Penal Fines, etc.). Current options for re-establishment are:

Township Library under City Village Township Library Act, 1877 PA 164, MCL 397.210 (would require a millage and 6-member elected board). <http://legislature.mi.gov/doc.aspx?mcl-397-210>
or

District Library under District Library Establishment Act (DLEA) 1989 PA 24 MCL 397.171 et seq., (would need a municipal partner to form a district and form a District Library Agreement (DLA)). <http://legislature.mi.gov/doc.aspx?mcl-Act-24-of-1989>

As we discussed on the phone, upon receipt of a letter/e-mail from you or another Athens Township authority that describes the township’s plan for re-establishing the Athens Community Library, the Library of Michigan will consider the Athens Community Library to be in compliance with establishment while you are working on re-establishment in order to give the township time to accomplish the necessary steps, including necessary elections and/or millage proposal in the 2022 township elections.

As long as the township is working in good faith to re-establish, the Athens Community Library's current establishment and governance will not prevent it from receiving State Aid and Penal Fines.

The Library of Michigan expects that the Athens Community Library will update its establishment by December 31, 2022. If that should not occur, the Library of Michigan will again revisit Athens Community Library's legal establishment.

We strongly recommend that the township consult their library's legal counsel, and an attorney well-versed in library law. Attached along with the other documents is a sheet that lists Michigan attorneys who practice Library law. In addition, we are available to provide information and assistance to your legal counsel.

Please don't hesitate to contact me or any other member of Library Development (https://www.michigan.gov/libraryofmichigan/0,9327,7-381-88855_89053_89064---,00.html), if we can be of any assistance as you work towards re-establishment.

Sincerely,



Clare D. Membiela, MLS, J.D.
Library Law Consultant
Library of Michigan
membielac@michigan.gov
517-335-8132

Cc: Randy Riley
Shannon White
Kathy Webb
Melissa Irons
Kate Pohjola Andrade

March 8, 2021

Athens Library Board:

With regret, I am turning in my resignation as a board member / secretary effective April 1st, 2021.

In the 6 months that I volunteered on the board, I was pleased to see that two of my suggestions were operationalized by staff. Namely, curbside services for patrons and the development of an independent website. I was also pleased to re-write the inclement weather policy. I will complete the organization and digitalization of board minutes and miscellaneous documents from 2009-2021 prior to my departure.

Although I was only a part of the board for a short time, I appreciated the opportunity to learn more about the operation and financing of the Athens Community Library. I will continue to support the library as a patron and tutor.

Best regards,

Lori L. Doubleday

cc: Township Board

Athens Community Library -Approved May 10, 2021

Minutes

April 12, 2021

Meeting called to order by President Clela Bauer at 5:30.

Participants:

President: Clela Bauer

Vice President: Judi Henckel

Treasurer: Linda Minier

Assistant Treasurer: Kelly Henckel

Trustee: Nora Vaughn

Absent: None

Library Director: Missy Irons

Guest: Katie Palmiter

Judi agreed to serve as secretary for this meeting.

Secretary's Report: Minutes from March 29 were presented. Motion by Kelly, second by Nora to approve as presented. Approved 5-0.

Treasurer's Report: Linda presented the YTD Treasurer's report and financial statement for 2020-2021. Motion by Judi; second by Cle to approve as presented. Approved 5-0.

Old Business:

There was discussion regarding the information Mike Irons presented at the March 8 meeting to clarify everyone's understanding of the situation.

Linda presented a budget amendment for the 2021-2022 budget. Motion by Judi to approve as presented; second by Cle. Approved 5-0.

New Business:

Cle presented letters of resignation from Colleen Swank and herself. Both were accepted with appreciation for the years of invaluable service they have provided the Library.

Missy reported that she was able to work with the Athens postmaster and the April newsletters are ready to be sent via bulk mailing, which will reduce the cost per envelope to 19 cents.

Director's Report:

Missy presented the Director's report.

There was discussion about the large number of children's books that were recently donated.

Missy reported on the status of grants. All of the Juvenile Book grant has been spent. Missy applied to the Battle Creek Community Foundation for a \$2,700 grant for the summer reading program and to the Department of Education for a grant for books. We received word that we were awarded a matching grant from the Pilcrow Foundation. Missy will have more details about that grant at our next meeting.

There was discussion about the video streaming offered through Woodlands. Missy will gather more information and bring it to the May meeting.

The flooding situation near the sidewalk was addressed by the Township. The tile there was replaced and the sidewalk has been repaired. Missy will send a thank you note to JR and Kacie Brunner who completed that work.

The next regularly scheduled meeting will be Monday, May 10, 2021 at 5:30. Location to be determined.

Meeting adjourned at 6:21 p.m.

Respectfully submitted,
Judi Henckel

Athens Community Library **APPROVED**

Minutes

May 10, 2021

Meeting called to order by Vice President Judi Henckel at 5:39.

Participants:

Vice President: Judi Henckel

Treasurer: Linda Minier

Assistant Treasurer: Kelly Henckel

Trustee: Nora Vaughn

Absent: None

Library Director: Missy Irons

Guests: Katie Palmiter, Mike Irons

Judi agreed to serve as secretary for this meeting.

Secretary's Report: Minutes from April 12, 2021 meeting were presented. Motion by Nora, second by Kelly to approve as presented. Approved 3-0.

Treasurer's Report: Linda presented the YTD Treasurer's report as of 4-30-21. Accepted as presented.

Old Business:

There was discussion regarding re-establishment of the library.

Mike Irons reported that he will schedule an appointment with the lawyer who specializes in library law and will invite Judi to that meeting. This meeting will help us answer the questions we have about how to go about re-establishing the library properly. Judi and Mike will bring that information back to the board following that meeting.

Mike also reiterated that we will need to have a millage on the August 2022 ballot and that we should be sure to message to voters that, if approved, the millage would actually reduce the amount taxpayers pay to fund the library because this millage will also allow taxes to be imposed on the personal property of businesses, which is not happening with our current millage.

In addition, Mike explained that we will soon need to put an agreement in place legally defining that library employees are in fact township employees, subject to approval from the township board for approval to hire, fire and discipline. Under this agreement, the township would continue to pay for items such as liability insurance.

Mike reported that after the library board is elected, the township will need to serve as the fiduciary of the library's funds. With this in place, the township can serve several financial functions such as paying bills submitted by the library's treasurer and creating YTD reports. The library's treasurer would reconcile these transactions and statement each month before presenting them to the board. This may happen sooner, but must happen once the board is elected.

We will need to have a plan for re-establishment submitted to the Library of Michigan by Dec. 31, 2022 so taking care of these items soon will be an important step toward developing that plan.

There was discussion regarding grants for which the library applies. It was agreed that Missy would provide details about a grant's funder, as well as stipulations, conditions and reporting requirements for the board's approval prior to applying for them and will provide the board with any grant award letters/documents for those we receive.

New Business:

Linda presented a correction to the 3-31-21 YTD report and Budget Amendment #2 for to the 2021-2022 budget. Motion by Kelly, second by Nora to approve as presented. Approved 3-0.

Director's Report:

Missy presented the Director's report. It was noted that our patron visits were fewer compared to the previous month, which may be due to spring break.

Missy reported on the status of grants.

She has applied to the Athens Area Community Foundation/Battle Creek Community Foundation for a grant to help with the summer reading program.

We have received a \$250 grant from the Dolly Parton Imagination Library through the George Otis fund from the Athens Area Community Foundation.

The funds from the Pilcrow Foundation grant we received must be spent through the Foundation only on books from a list the Foundation provides. Our grant provides a 2-1 match, with the Foundation adding \$2 to every \$1 we spend. Missy will look through the list of books to determine if we truly do want to purchase books under these stipulations.

Missy and Linda have worked together to develop a detailed Change of Scope request to be submitted to the Battle creek Community Foundation for the PPE grant, which will hopefully allow us to allocate those funds in a broader fashion than we originally anticipated, to include carpet cleaning and hand sanitizer.

There was discussion about the video streaming offered through Woodlands. Missy has gathered more information and shared it with the board. Since the video offerings were so limited and the cost might be difficult to sustain, it was decided not to move forward with this at this time.

Missy reported that all of the light bulbs in the overhead lights were recently replaced.

There was discussion regarding the graphs that Missy includes in the monthly report. It was decided that she will continue to generate the graphs, but will not print them each month and will instead email those to board members.

The next regularly scheduled meeting will be Monday, June 14, 2021 at 5:30. Location to be determined.

Motion by Kelly, second by Nora to adjourn. Meeting adjourned at 7:05 p.m.

Respectfully submitted,
Judi Henckel