

Athens Community Library APPROVED

Minutes

June 28, 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: Hannah Klein, Amy Heath, Lori
Doubleday, Cle Bauer, Mike Irons

Judi agreed to serve as secretary for this meeting.

Secretary's Report: Minutes from May 10, 2021 meeting were presented. Motion by Kelly, second by Nora to approve as presented. Approved 3-0.

Treasurer's Report: There was no report.

Old Business:

There was no old business

New Business:

There was discussion about offering hazard pay to our employees who have been in public-facing positions throughout the pandemic. We are able to use funds from the PPE grant from the Athens Area Community Foundation and the Battle Creek Community Foundation for this purpose. Motion by Kelly, second by Nora, to use up to \$3,600 of eligible funds from the BCCF PPE grant to provide all four employees with hazard pay, to be split equally between all employees. Approved 3-0.

There was discussion about the makeup of the Library Board. Judi reported that she intends to resign as soon as an adequate number of new board members have been appointed to allow for a responsible turnover to take place. Kelly reported that she also intends to resign at the same time. Linda clarified that she would be resigning following the completion of the state aid report in October. Nora reported that she was resigning at the conclusion of the June meeting. The board thanked Nora for her years of service to the library and accepted her resignation. Fortunately, both Amy Heath and Hannah Klein were in attendance at the meeting because they were interested in joining the board. After discussion with them to answer questions and clarify expectations of board members, both were willing to be appointed. Motion by Kelly, second by Linda, to appoint Hannah Klein and Amy Heath to the Library Board. Approved 3-0. Judi will send them links to the Library of Michigan's resources for new Trustees.

There was discussion about the possibility of the library becoming a 501(c)3 non-profit. It was agreed that board members and Missy would do more research to understand the pros and cons of such a designation prior to the July meeting and would have more substantive conversation at that time.

Director's Report:

Missy presented the Director's report. It was encouraging to hear that the Summer Reading Program's first meeting was well attended. The registration form for the program will be included with the June newsletter when it is sent with an upcoming township mailing, which may increase attendance as well.

Missy reported on the status of grants.

The change of scope request to the Battle Creek Community Foundation for the PPE grant was approved as requested. One item that is now eligible is carpet cleaning, which will be done in the next few weeks.

Missy has now completed all of the paperwork for the Dolly Parton Imagination Library program which will be funded by the George Otis fund from the Athens Community Foundation.

Public Comment:

Lori Doubleday asked Missy about ways in which library operations have changed now that most COVID restrictions from the state have been lifted. Missy reported that we are no longer quarantining returned books and that, aside from keeping the plexiglass barrier at the circulation desk, almost all physical changes have been returned to pre-pandemic status.

The next regularly scheduled meeting will be Monday, July 12, 2021 at 5:30. Location to be determined.

Motion by Kelly, second by Nora to adjourn. Meeting adjourned at 7:02 p.m.

Respectfully submitted,
Judi Henckel

Athens Community Library **APPROVED**

Minutes

July 12, 2021

Meeting called to order by Vice President Judi Henckel at 5:35.

Participants:

Vice President: Judi Henckel

Treasurer: Linda Minier

Trustees: Amy Heath, Hannah Klein

Absent: Kelly Henckel

Library Director: Missy Irons

Guests: None

Judi agreed to serve as secretary for this meeting.

Secretary's Report: Minutes from June 28, 2021 meeting were presented. Motion by Amy, second by Linda to approve as presented. Approved 3-0.

Treasurer's Report: Linda presented the YTD reports for May and June 2021. They were accepted.

Old Business:

Missy announced that Jeannie Goodrich is interested in joining the board, but was unable to attend this meeting. Jeanne plans to attend our August meeting and we look forward to meeting her at that time.

There was discussion regarding the possibility of applying to become a 501(c)3. It was decided to table this topic until we have completed the restructure of the library board and bylaws so that the information we submit will align with those changes.

There was discussion regarding meeting with the lawyer who specializes in library law to begin planning for restructuring. It was agreed that Judi, Amy and Hannah would attend this meeting and Judi will be working with Mike Irons to schedule it.

New Business:

There was no new business.

Director's Report:

Missy presented the Director's report. It was encouraging to hear that there has been good participation in the summer reading program.

There was discussion about the book sale that we usually hold during Summer Homecoming. It was decided that board would empower Missy to determine how best to hold this sale given the weather and staff availability for that day.

Missy reported that she is signed up for the director's training through the Library of Michigan, which was the first opportunity available as everything scheduled since she was hired last year had been canceled.

Missy reported that Cindy will no longer be able to work on the scrapbooks so there was discussion about how to best realign that responsibility. There was a motion by Hannah, second by Amy to offer the opportunity to Madyson Vosburg to work on our scrapbooks for up to 5 hours per month a \$10 per hour. Approved 3-0. Madyson has been serving as a student volunteer for some time and we are pleased to offer her this opportunity for work experience.

Public Comment:

There were no public comments.

The next regularly scheduled meeting will be Monday, July 12, 2021 at 5:30. Location to be determined.

Motion by Linda, second by Amy to adjourn. Meeting adjourned at 7:09 p.m.

Respectfully submitted,
Judi Henckel

Athens Community Library **APPROVED**

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August 9, 2021

Meeting called to order by Vice President Judi Henckel at 5:30.

Participants:

Vice President: Judi Henckel

Library Director: Missy Irons

Treasurer: Linda Minier

Assistant Treasurer: Kelly Henckel

Guests: Jeanie Goodrich, Sherri Cheyne

Trustees: Amy Heath, Hannah Klein

Absent: None

Hannah served as secretary for this meeting.

Secretary's Report: Minutes from July 12, 2021 meeting were presented. Motion by Linda and seconded by Kelly to approve as presented. Approved.

Treasurer's Report: Linda presented the YTD reports for July 2021. They were accepted.

Announcements: Guests were welcomed.

Old Business:

Judi Henckel presented notes from the meeting with Anne Seuryneck, the lawyer retained by the Athens Township to assist with matters regarding library restructuring. Judi highlighted the necessary next steps in the process of restructuring, including the transition of employees of the library to employees of the township as well as the movement of the library monetary fund to the funds belonging to the Athens Township. Judi suggested that the library retain a lawyer for the restructuring process, as Anne Seuryneck represents Athens Township in these matters. Judi also recommended that the board inform its auditor of the plans to move funds prior to doing so.

During this meeting, several changes to the board membership was discussed and made.

Kelly Henckel moved to appoint Jeanie Goodrich as a new board member. Motion was approved.

Kelly Henckel resigned her position as board member, effective current day, August 9, 2021. The board accepted.

Amy Heath motioned to appoint Hannah Klein as secretary. Jeanie Goodrich seconded this motion, and the motion was accepted by the board.

Linda Minier resigned her position on the board as treasurer, while remaining a trustee for the board. The board accepted her resignation.

AMENDED: Linda submitted her resignation without stating a date of activation. Amy Heath was appointed as the new Treasurer, which will take place when her name is placed on all of our accounts at Omni Community Credit Union. Once the minutes of current meeting 8-9-2021 are sent to Omni's "Compliance Dept" and approved, and an appointment attended, this changeover will occur.

Jeanie Goodrich motioned to appoint Amy Heath as treasurer. Hannah Klein seconded the motion, and the motion was passed.

New Business:

New business pertained to the library's bank account at Omni Credit Union.

Kelly Henckel requested to be removed as an authorized signer for the account. Jeanie Goodrich motioned that Kelly be removed. Amy Heath seconded, and the motion was approved.

Linda Minier requested that she be removed as both a responsible individual and an authorized signer for the account. Hannah Klein motioned that Linda be removed as a responsible individual and authorized signer from the account. Amy Heath seconded the motion, and the motion was passed by the board.

Hannah Klein motioned that Amy Heath be named the responsible individual and authorized signer to the Omni Credit Union account. Linda Minier seconded the motion. The motion was passed.

Linda Minier motioned to appoint Judi Henckel as an authorized signer. Amy Heath seconded the motion, and the motion was passed.

Policies and procedures related to the COVID pandemic were discussed by the board. Of note was the issue of whether the library should create a policy regarding the usage of masks. It was decided that in lieu of creating a mask policy, the library would follow the guidance of a government entity. There was discussion on where the library should seek guidance for its COVID procedures. It was decided that the library would follow MIOSHA directives when issuing mask usage directives for patrons and employees.

Jeanie Goodrich motioned, with a second by Linda Minier, to amend the library's Pandemic Policy. The motion was passed. In said policy, under "Exhibit A-Reopening Plan," the "Social Distancing and Safety Protocols" part C will now read, "Patrons and employees who are medically able will be required to follow MIOSHA guidelines."

A discussion regarding the requirement of the COVID vaccination for library staff. It was decided that no action would be taken, and that COVID vaccinations would not be required for library staff.

Director's Report:

Missy Irons presented the Director's Report. Of note was the significant increase in patron visits due to the book sale during the Athens Homecoming. Missy has scheduled carpet cleaning to be done on Labor Day. Library staff member Cindy will work on Labor Day and oversee the cleaning. Missy mentioned a prospective board member, Myra Swartz. Madyson Vosburg has accepted the position of scrapbooking for the library. She is now a township employee, in following the board's efforts to transition library employees to township employees. Missy requested the purchase of a desk for her work. The board requested that Missy present them with options to approve.

Public Comments:

There were no public comments.

The next regularly scheduled meeting will be Monday, September 13, 2021, at 5:30. Location to be determined.

Motion by Amy Heath and seconded by Jeanie Goodrich to adjourn the meeting. Meeting adjourned at 6:58 p.m.

Respectfully submitted,

Hannah Klein

Athens Community Library **APPROVED**

Minutes

Sept. 13, 2021

Meeting called to order by Vice President Judi Henckel at 5:30.

Participants:

Vice President: Judi Henckel

Library Director: Missy Irons

Treasurer: Linda Minier

Trustees: Jeannie Goodrich, Amy Heath

Secretary: Hannah Klein

Guests: Mike Irons

Absent: None

Hannah served as secretary for this meeting.

President's Report: Judi reminded the board about the Open Meetings Act and explained its implications on how the board must function.

Secretary's Report: Minutes from Aug. 9, 2021 meeting were presented by Hannah. Jeannie motioned to approve the minutes, and Amy seconded the motion. Linda presented an amendment that she wished to make to the minutes, regarding the effective date of her resignation as board treasurer. Jeannie motioned to approve the amendment as Linda presented it. Amy seconded, and the amendment was approved. Discussion returned to the minutes as a whole which were approved as amended.

Treasurer's Report: Linda presented the YTD reports for Aug 2021. They were accepted.

Announcements: Guests were welcomed.

Old Business:

The board discussed several issues that had arisen while researching the library's restructure. Of note was the precedent that the Athens Library has served (without cost to patrons) individuals in the Athens School district. Past library board administrators had entered into an agreement with Leroy Township under which, in return for allowing Leroy Township residents who resided within Athens School District to use the library without cost to patrons, the Township would allow the Athens Community Library to receive Leroy Township's penal fines collected within the boundaries of the school district. Discussion entailed how restructuring would affect this agreement. The board decided that it would first discuss this with Clare Membeila, law consultant for the Library of Michigan, then seek legal counsel if necessary.

Old Business included the discussion of legal representation for the library. Jeannie Goodrich presented information from her discussion with a legal firm. The board decided to wait to move forward with retainment of legal counsel until after receiving proposed contracts from attorneys representing Athens Township.

Linda shared information regarding internal finance control. Linda explained the process that is used for the library's financial audits and accounting. Linda also reminded the board that the library's auditor would be sharing the results of their audit in October. Additionally, Linda presented an amended budget. Linda motioned, with a second by Hannah, to approve the amended budget. The motion was passed.

New Business:

Missy shared with the board that the library had received the HOPE grant. Missy presented the board with ideas of how the funds from the grand could be used.

Director's Report:

Missy shared the Director's report. Of note was the recommendation that the library purchase new computers. The board suggested that Missy obtain an estimate for this. Missy presented the board with information regarding the purchase of a new desk. Judi suggested that the board give Missy a budget for a desk, and allow Missy to purchase one. Hannah motioned and Amy seconded, to allow Missy to spend up to \$500 on a new desk.

Public Comments:

Judi Henckel resigned from the board, effective at the end of the following month's board meeting, October 11, 2021.

The next regularly scheduled meeting will be Monday, October 11, 2021, at the Athens Township offices.

A motion to adjourn was submitted by Jeannie and seconded by Amy. Meeting adjourned at 7:18 p.m.

Respectfully submitted,

Hannah Klein

APPROVED

Athens Community Library

Minutes

Oct 11/2021

Meeting was called to order by Missy at 5:30 p.m.

As the president of the board was absent, Missy agreed to run the meeting.

Participants:

Vice President: **Library Director:** Missy Irons

Treasurer: **Trustees:** Jeannie Goodrich, Amy Heath

Secretary: Hannah Klein

Guests: Kim Locey-Bontrager

Absent: Judi Henckel, Linda Minier

Missy presented email from President Judi Henckel, indicating that she would not be present for the meeting. Also, effective this evening, was Judi's resignation from the board.

Missy suggested that the first order of business should be to appoint a new board president. Jeannie Goodrich volunteered to serve as board president. Amy motioned, and Hannah seconded to nominate Jeannie Goodrich as board president. The motion was approved.

At this juncture, Missy transitioned the meeting to Jeannie, as the new board president.

Approval of meeting agenda- Amy motioned, and Hannah seconded to approve the meeting's agenda.

President's Report: There was no president's report.

Secretary's Report: Amy made a motion, and Hannah seconded to approve the minutes from Sept 13., 2021. The motion was approved.

Treasurer's Report: Amy presented the Internal Finance Control report for Sept 2021.

Announcements: Welcome to Kim Locey-Bontrager, auditor.

Old Business:

Library Restructure: Jeannie said that she would be reaching out to a legal firm to secure legal representation of the library, as it restructures.

Hope Grant: Missy requested that funds from the Hope Grant be used to provide \$1,000 Christmas bonuses to library employees. Amy motioned that the Hope Grant be used to provide said bonuses. Hannah seconded, and the motion was approved.

New Business:

Audit Findings: Kim Locey-Bontrager, independent auditor retained by the library for the auditing of its internal financial control, presented the findings of her audit. There were concerns raised on the audit report related to depreciation of the Library Building. This will be shared with the new auditors when the next audit starts. No formal action was taken on the audit as none was needed. The Board thanked Kim for attending the meeting and providing the information.

Changing Banking Institutions: Amy presented the board with information regarding the moving of the library's financial accounts from Omni Community Credit Union to Southern Michigan Bank and Trust. There was discussion regarding whether some or all accounts should be moved. Due to banking fees, it was suggested that the library leave its CD at Omni and move all other accounts. Amy motioned to move all accounts except the CD to Southern Michigan Bank and Trust, as part of the restructuring. Hannah seconded the motion, and the motion was passed.

Missy also presented to the board a letter of resignation of board duties from Treasurer Linda Minier, effective 10/11/21. Amy motioned to accept the resignation. Hannah seconded the resignation, and the motion was approved.

Director's Report: Missy presented Library Director's report for September 2021.

Public Comments: There were no public comments.

Next Meeting: Because of scheduling conflicts, the board agreed to change the November meeting from the second Monday to the third Monday. The next regularly scheduled meeting will be Monday, **November 15, 2021**, at 5:30 p.m.

Amy motioned to adjourn, and Hannah seconded. The meeting was adjourned at 6:26 p.m.

Respectfully submitted,

Hannah Klein

Athens Community Library APPROVED

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November 15, 2021

Meeting was called to order by Jeannie at 5:30 p.m.

Participants:

President: Jeannie Goodrich

Library Director: Missy Irons

Vice President:

Treasurer: Amy Heath

Secretary: Hannah Klein

Guests: Myra Swartz, Tammy Smith

Approval of meeting agenda- Amy motioned, and Hannah seconded to approve the meeting's agenda.

Announcements: The board welcomed guests Myra Swartz and Tammy Smith.

Secretary's Report: Hannah made a motion, and Amy seconded to approve the minutes from October 11, 2021. The motion was approved.

Treasurer's Report: Amy presented the treasurer's report. Amy noted that \$30,000 in library funds have been transferred from Omni Community Credit Union to Southern Michigan Bank and Trust to open an account. The Athens Township will now serve as conservator of funds.

President's Report: No report was presented.

Library Director's Report: Missy presented the director's report. Missy noted an increase in patronage in the month of October, which was partially attributed to visits from the Athens' 6th grade class. Missy shared that the state's audit of the library is complete. Additionally, Missy also shared that, thanks to a matching Pilcrow grant, the library has received a total of \$900 for children's books.

Old Business:

Library Restructure: Adkison, Need, Allen, & Rentrop, PLLC has been retained to represent the library's interests during restructuring. Jeannie shared that she and Missy will be meeting with a lawyer from their firm in the next week.

Resignation: Missy presented documentation of Judy Henckel's resignation and request to be removed from the library's financial accounts. Amy motioned to accept the resignation and removal, and Hannah seconded the motion. The motion was passed.

Sample bylaws and policies: Missy shared with the board that she had obtained several bylaws and policies from nearby Michigan libraries. Missy suggested using these as a framework when, during the process of restructuring, the library creates new policies and bylaws.

December 2021 Board Meeting: The board discussed that traditionally, there is no library board meeting in the month of December. The board discussed the possibility of holding one, should the need arise following Jeannie and Missy's appointment with legal counsel.

New Business:

Legislation affecting the library: Missy presented the board with information regarding two bills currently in the Michigan House, which would affect library funds. One bill, if passed, allows a millage to be added to the ballot only in March and November elections. The other bill, if passed, would allow the DNR to use library penal fines to pay for upkeep on snowmobile trails.

Omni Account CD (Names on Account): The board discussed adding Deb Denney, Athens Township Clerk, to the library's Omni Community Credit Union accounts. Amy motioned to add Deb Denney to the accounts, Hannah seconded, and the motion passed.

Cash Back Credit Card for Library Director and Treasurer: Missy suggested that the library use a cash-back credit card for purchases. Jeannie asked Missy to research credit cards and bring recommendations to the board.

2022 Meeting Dates: Missy suggested moving the board meetings to the 4th Monday of the month, as the board will need to approve monthly bills before submitting them to Athens Township for payment. Missy offered to make a 2022 board calendar.

2022 Holiday Closings: The board discussed the holidays on which the library would be closed, including the observance of holidays. Missy will bring a calendar of proposed holiday observances to the next board meeting.

Maintenance: Bob Burnsworth, the maintenance employee for the library, quit. The board discussed who would replace Bob. Missy suggested that her son Evan Irons was available to fill the position. The board discussed that it would need to recommend Evan to Athens Township, as Evan would be the township's employee, if hired. Amy motioned to recommend hiring Evan Irons to the township board, at a wage to be determined upon hire. Hannah seconded the motion, and the motion passed.

Employee Evaluations: Missy discussed beginning employee evaluations for library staff. The board discussed the benefits of conducting evaluations.

Public Comments: Guest Myra Swartz asked the board questions regarding how the board operated and its business relationship with the Athens Township.

Next Meeting: The next regular meeting is scheduled for January 24, 2022, at the Athens Township Hall. A December meeting may be called, depending upon the results of the upcoming legal consultation.

Amy motioned to adjourn, and Hannah seconded. The meeting was adjourned at 6:50 p.m.

Respectfully submitted,

Hannah Klein

Athens Community Library APPROVED

Minutes

December 13, 2021

Meeting was called to order by Jeannie at 5:35 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- Amy motioned, and Hannah seconded to approve the meeting's agenda.

Announcements: The board welcomed Mike Irons.

Secretary's Report: The board reviewed November's minutes and requested amendments. Under November's "Treasurer's Report," the minutes should read, "...\$30,000 in library funds have been transferred from Omni Community Credit Union to Southern Michigan Bank and Trust to open an account." Also, the addition of Deb Denney's name to the library's Omni Community Credit Union accounts should be noted, as approved by the board at the November meeting. Amy motioned to approve the amended minutes, and Hannah seconded. The amended minutes were approved.

Treasurer's Report: Mike Irons, Athens Township Treasurer, and Amy presented the treasurer's report. Amy and Mike had transitioned the library's financial accounting method to QuickBooks. The board reviewed the new reports that Mike and Amy had generated.

President's Report: No report was presented.

Library Director's Report: Missy presented the director's report. Missy and the board discussed the timeline necessary for obtaining signatures for a petition to put a replacement library millage request on the ballot.

Old Business:

Library Restructure:

Insurance for employees: Mike Irons, Athens Township Treasurer, recently consulted with the insurance firm providing insurance coverage for Athens Township and shared the findings from this consultation. Mike recommended that, because of insurance reasons, all library "1099" employees (also classified under "casual labor") be transitioned to "W2" employees. Amy motioned that all employees, casual or hourly, be transitioned to employee status, effective January 1, 2022. Hannah seconded the motion, and the motion passed. During this time, the board also discussed the pay rate for Madyson

Vosburg. Hannah motioned, and Amy seconded to increase Madyson's pay rate to \$11 an hour for up to 5 hours a month. The motion passed.

Mike Irons also informed the board that board members were now covered under the Athens Township's error and omissions liability insurance. Mike informed the board that the library now had access to the township's lawyers as well. The board discussed the impact of being under the Athens Township umbrella. The board decided that additional legal representation would no longer be needed in the restructuring process. Mike said he would discuss this change with the attorney representing the township's interests in the restructuring process. Mike also said that the township's insurer suggested that the board create a discipline policy procedure.

Maintenance Position: Missy shared a job description for the vacant maintenance position. Hannah motioned that the board post the position to the appropriate recruiting outlets. Amy seconded the motion, and the motion passed.

New Business:

2022 Meeting Dates: Missy proposed a schedule for 2022's library board meetings. Of note is that the meetings, except for February and December, are now scheduled for the 4th Monday instead of the current 3rd Monday of the month. Hannah moved to approve the schedule, and Amy seconded. The motion was passed.

2022 Holiday Closings: Missy proposed a schedule for 2022's holiday closings. Amy motioned, and Hannah seconded to approve the schedule. The motion was passed. The board discussed the holiday pay policy that it would use for 2022. Discussion was tabled, and Jeannie asked Missy to propose a holiday pay policy for the board to review.

Closing the library due to illness: During the month of November, the library had to close because 75% of the staff was sick with COVID. The board discussed if the library's employees should be paid for this required time off. Mike mentioned that the township had recently been granted COVID relief funds, and that it was likely that the township would approve using these funds to pay library employees for the week when the library was closed. Hannah motioned to pay employees for the week the library was closed. Amy amended the motion to pay employees for their scheduled work the week the library was closed. The motion passed. The board also discussed the need to review the library's Pandemic Policy for matters of return-to-work dates as well as paid time off.

Cleaning Position: Upon review of documents, it was found that the library currently employs a cleaning employee at a salaried rate. The remainder of the library's employees are paid an hourly rate. In addition, the compensation for the custodian's work is not congruent with other similar custodial positions in the area. The board discussed continuing with the current custodian, under the salaried rate. The board discussed the possibility of discontinuing the salaried role, and creating a new cleaning position, this time under the hourly rate. The discussion was tabled to allow Missy to talk to the affected staff.

Public Comments: There were no public comments.

Adjournment of Meeting: The meeting was adjourned at 7:29 p.m.

The next regular meeting is scheduled for January 24, 2022, at 5:30 at the Athens Township Hall.

Respectfully submitted,

Hannah Klein