

**Athens Community Library Board Meeting
Minutes
June 26, 2023**

Call to Order- Meeting was called to order by Jeannie Goodrich at 5:32 P.M.

Participants-

President: Jeannie Goodrich Library Director: Missy Irons Treasurer: Shirley Damrow
Secretary: Hannah Klein Trustees: Yvonne Chapman, Robin Crance, Kendra Falk
Guests: No guests

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

Welcome guests -There were no guests present.

Public Comments-There were no public comments.

Approval of May 22, 2023 Minutes-Kendra motioned to adopt the May 22, 2023 minutes as presented. Yvonne seconded the motion, and the motion passed.

Treasurer's Report- Shirley presented the treasurer's report, including the balances of the various library accounts. Shirley highlighted the remaining balances of the library's Omni Community Credit Union accounts. The board discussed the probable timeline for closing these accounts, with the purpose of fund consolidation at Southern Michigan Bank and Trust. Missy presented the May liabilities to the board. Missy also highlighted a variance to the current fiscal year's budget. The board discussed the budget line item "Professional Services," and the cost overrun due to attorney fees. Missy noted that a portion of the attorney fees, which had been incurred in the previous fiscal year, had not been invoiced and expensed until this current fiscal year, causing a noted variance to the current budget.

- a. **Adoption of Treasurer's Report:** Yvonne motioned, and Kendra seconded, to approve the treasurer's report as presented. The motion passed.
- b. **Payment of May Liabilities:** Yvonne motioned, and Kendra seconded, to pay the May liabilities in the amount of \$4,127.00 as presented. The motion passed.

Library Director's Report- Missy presented the Library Director's report. Missy noted that the library purchased 70 books in May and had given 45 activity bags to children. The board discussed the activity bag procedures. Missy provided data indicating a marked increase of patron visits to the library for the month of May, in comparison to May 2021 and May 2022.

Old Business-

- a. **Volunteer Policy:** The board tabled this discussion until more information could be gathered regarding the use of background checks for library volunteers. Missy will consult area libraries regarding best practices, policies, and procedures for administering background checks to volunteers.

- b. **Electronic Transactions of Public Funds Policy:** The library discussed the updated policy. Shirley motioned to adopt the policy as presented. Kendra seconded the motion, and the motion passed.

New Business

- a. **Additional Assistant for Summer Reading Program:** Missy discussed her need for a Summer Reading Program assistant. Missy mentioned that she interviewed Katelyn Cole, and would like to hire her for the position, at \$11/hour. Hannah motioned that Katelyn Cole be hired as an assistant for the Summer Reading Program at \$11/hour (pending approval by the Athens Township Board). Yvonne seconded the motion, and the motion passed.
- b. **Meeting at Milestones regarding Senior Meal Program:** Missy informed the board that she and Jeannie had met with an employee of Milestone Senior Services to discuss the challenges associated with the library being a distribution center of meal vouchers. As a result of this meeting, it was decided that the library would no longer be a voucher distribution center for Milestone's Restaurant Program.
- c. **Banning of Patron:** The board discussed an incident in which an individual entered the library with alcohol. As a result of the incident, the individual, Evan Taylor, had been banned from entering the library for 30 days, effective June 7, 2023, by the Athens Township Board. The Athens Township board then turned the matter over to the Athens Library Board. The board discussed next steps regarding this individual. It was decided that no additional steps would be taken at this time, but that the board would review its policy regarding the banning of patrons during the next scheduled board meeting.

The meeting was adjourned at 6:28 p.m. The next regular meeting will be held on July 24, at 5:30, in the Athens Township Office Board Room.

Athens Community Library Board Meeting
Minutes
July 24, 2023

Call to Order- Meeting was called to order by Kendra Falk at 5:31 P.M. Kendra chaired the meeting, as the board president was absent.

Participants-

President: (Absent)

Secretary: Hannah Klein

Guests: No guests

Library Director: Missy Irons Treasurer: Shirley Damrow

Trustees: Yvonne Chapman, Robin Crance, Kendra Falk

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

Welcome guests -There were no guests present.

Public Comments-There were no public comments.

Approval of June 26, 2023 Minutes-Shirley motioned to adopt the June 26, 2023 minutes as presented. Yvonne seconded the motion, and the motion passed.

Treasurer's Report- Shirley presented the treasurer's report, including the balances of the various library accounts.

- a. **Adoption of Treasurer's Report:** Yvonne motioned, and Kendra seconded, to approve the treasurer's report as presented. The motion passed.
- b. **Payment of June Liabilities:** Shirley motioned, and Yvonne seconded, to pay the June liabilities in the amount of \$7,826.17 as presented. The motion passed.

Library Director's Report- Missy presented the Library Director's report. Missy indicated that she has continued to work on purging deceased patron files from the library's patron roster. Missy mentioned that in the previous month, she used grant funds to purchase books for the library. In the month of June, 68 books were purchased for the library, while an additional 10 were donated.

Old Business-

- a. **Volunteer Policy:** The board tabled this discussion, as additional information is being gathered.
- b. **Summer Reading Program:** Missy discussed the success of the Summer Reading Program, noting that the program was still within budget. Athens Township funds have been allocated to cover program expenditures, should the program exceed budgeted costs.

New Business

- a. **Employees/Job Descriptions/Evaluations:** Missy highlighted the need for revised staff and director evaluations, as many of the metrics used are non-applicable or outdated. The board encouraged Missy to begin the revision process for staff. The board discussed the process of revising the director's evaluation as well.

- b. **Security Cameras:** The Athens Township board has voted to allocate funds for the purchase and installation of interior and exterior security cameras for the library.
- c. **Handicapped Accessible Doors:** Missy is acquiring quotes for the purchase and installation of equipment to make the library's side door handicapped accessible.

The meeting was adjourned at 6:27 p.m. The next regular meeting will be held on August 28, at 5:30, in the Athens Township Office Board Room.

**Athens Community Library Board Meeting
Minutes
August 28, 2023**



Call to Order- Meeting was called to order by Kendra Falk at 5:32 P.M. Kendra chaired the meeting, as the board president was absent.

Participants-

President: (Absent)

Library Director: Missy Irons Treasurer: Shirley Damrow

Secretary: Hannah Klein

Trustees: Kendra Falk, Robin Crance

Guests: No guests

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

Welcome guests -There were no guests present.

Public Comments-There were no public comments.

Approval of July 24, 2023 Minutes-Shirley motioned to adopt the July 24, 2023 minutes as presented. Robin seconded the motion, and the motion passed.

Treasurer's Report- Shirley presented the treasurer's report, including the balances of the various library accounts. Missy highlighted the greater-than-expected dividends resulting from the library's Southern Michigan Bank and Trust account.

- a. **Adoption of Treasurer's Report:** Hannah motioned, and Robin seconded, to approve the treasurer's report as presented. The motion passed.
- b. **Payment of August Liabilities:** Missy discussed the various August liabilities with the board, indicating that over 25% of the month's liabilities were due to the payment of the Woodlands Library Cooperative invoice. Shirley motioned, and Kendra seconded, to pay the August liabilities in the amount of \$3,529.98 as presented. The motion passed.

Library Director's Report- Missy presented the Library Director's report. Missy indicated that 17 new patrons were added in July. Additionally, 76 new books were purchased and 16 donated during July. Missy reported that a total of 67 children participated in the summer reading program.

Old Business-

- a. **Security Cameras:** Missy informed the board that the Athens Township had purchased security cameras for the library. The Township will be paying Wayne Technologies to install the cameras. Installation is forthcoming.
- b. **Handicapped Accessible Doors:** Thanks to monies received from the Libraries Transforming Small Communities Grant, the library will be transforming its side doors into a handicapped accessible entrance. The Athens Township has agreed to cover the excess cost of the installation that is not covered by the grant.
- c. **Volunteer Policy:** A revised volunteer policy has been sent to the library's attorney for review.

New Business

- a. **PR Media Photography Policy:** The board reviewed and amended the policy. Hannah motioned to approve the amended PR Media Photography Policy. Shirley seconded the motion, and the motion passed.
- b. **Payment by Financial Transaction Device Policy:** Discussion was tabled, awaiting input from the Athens Township board.
- c. **Woodlands Grant:** Missy mentioned that she has applied for the Woodlands Grant. If received, this grant would provide the library with up to \$2,000 in reimbursement for technology-related supplies as well as \$2,000 in reimbursement for legal fees, amongst other things.
- d. **Evaluations Seminar \$99:** Missy requested approval for attending a virtual seminar, which would cost \$99. The Michigan Library Association seminar covers how to write employee evaluations. Hannah motioned that Missy spend \$99 in education to attend an evaluation seminar. Robin seconded the motion, and the motion passed.
- e. **LEO Grant Application:** Missy shared that she is currently applying for a grant from Michigan's Department of Labor and Economic Opportunity. Monies received from the grant could be applied to capital projects and programs.

The meeting was adjourned at 6:22 p.m. The next regular meeting will be held on September 25, at 5:30, in the Athens Township Office Board Room.

**Athens Community Library Board Meeting
Minutes
September 25, 2023**



Call to Order- Meeting was called to order by Jeannie Goodrich at 5:52 P.M.

Participants-

President: Jeannie Goodrich

Library Director: Missy Irons

Treasurer: Shirley Damrow (Absent)

Secretary: Hannah Klein

Trustees: Kendra Falk, Robin Crance (Absent), Yvonne Chapman

Guests: No guests

Approval of Meeting Agenda – Missy requested that the meeting agenda be amended by adding “IT at the Library” under “New Business.” Kendra motioned to approve the amended meeting agenda. Yvonne seconded the motion, and the motion passed.

Welcome guests -There were no guests present.

Public Comments-There were no public comments.

Approval of August 28, 2023 Minutes-The board requested that the minutes be amended to reflect the absence of board members from the meeting. Kendra motioned to approve the amended minutes. Yvonne seconded the motion, and the motion passed.

Treasurer’s Report- Missy presented the treasurer’s report, as treasurer Shirley was absent. Missy presented the recent P&L statement to the board. Missy explained the various expenditures.

- a. **Adoption of Treasurer’s Report:** Yvonne motioned, and Kendra seconded, to approve the treasurer’s report as presented. The motion passed.
- b. **Payment of September Liabilities:** Missy discussed the various September liabilities with the board, including the utilization of a grant to purchase office supplies. Yvonne motioned to pay the September liabilities in the amount of \$3,199.76 as presented. Kendra seconded the motion, and the motion passed.

Library Director’s Report- Missy presented the Library Director’s report. Missy informed the board that she wrote a grant to cover her attendance at the upcoming annual Michigan Library Association Annual Conference. Should grant funds be awarded, she plans to attend. Missy also shared the results from the recent audit from Siegfried and Crandall. The library was found to be compliant with the Michigan Department of Treasury. The board discussed the auditors’ recommendation that another financial entity prepare the library’s financial statements, in lieu of the auditor. The board decided that no action would be taken until the board has received the printed audit results and has consulted with the Athens Township Treasurer.

Old Business-

- a. **Security Cameras:** The library now has 3 cameras located outside, as well as one camera located inside. Missy has requested that the Athens Township provide one additional inside camera. Missy has notified library employees that the cameras are now in place.

- b. **Handicapped Accessible Doors:** Handicapped accessible doors are scheduled to be installed at the library in approximately 8 weeks.
- c. **New Sidewalk:** The new sidewalk was laid in front of the library. Work will continue this week to complete the project.
- d. **Woodlands Grant:** The library was awarded the Woodlands Grant. This grant, in the amount of \$4,184, can be used for technology, legal fees, and the reimbursement of Michigan Library Association membership fees.
- e. **LEO Grant Application:** Missy wrote a grant to the Department of Labor and Economic Opportunity. Should the money be awarded, the library could use these funds to cover capital expenditures. Missy will be notified regarding the award in November.
- f. **Job Descriptions:** Missy updated job descriptions for library staff, assistant director, and director. The board discussed these changes. Kendra motioned to set aside job descriptions from previous board, and to allow Missy to author job descriptions as necessary for the library's operations. Yvonne seconded the motion, and the motion passed. Yvonne motioned to accept the Library Director Description as presented. Kendra seconded the motion, and the motion passed.
- g. **Evaluations:** Missy updated the evaluations for the library staff, assistant director, and director. The board discussed these updates. Kendra motioned to accept the Library Staff and Assistant Library Director Evaluation Form as presented. Yvonne seconded the motion, and the motion passed. Yvonne motioned to accept the Library Director Evaluation Form as presented. Kendra seconded the motion, and the motion passed. The board discussed how and when it would conduct Missy's evaluation.

New Business

- a. **Employee Background Policy:** Missy presented the board with a draft of the Employee Background Policy. The board discussed the draft. The board decided to table the discussion until further consultation with the library's attorney.
- b. **Volunteer Background Policy:** Discussion was tabled, awaiting counsel from the library's attorney.
- c. **Employee Terminations:** Missy informed the board that she had terminated two library employees for lack of attendance/job abandonment.
- d. **IT at the Library:** Regrettably, the library's technology specialist, Jeff Chichester, passed away. The board discussed next steps in obtaining a new technology service. As Jeff served the Athens Township in the same capacity, the Athens Township will also be searching for a replacement. The board decided that the library would use the same individual who is chosen for the role at the Township.

The meeting was adjourned at 6:56 p.m. The next regular meeting will be held on October 30th, at 5:30, in the Athens Township Office Board Room.

**Athens Community Library Board Meeting
Minutes
October 30, 2023**



Participants-

President: Jeannie Goodrich (absent) Library Director: Missy Irons
Treasurer: Shirley Damrow Secretary: Hannah Klein
Trustees: Kendra Falk, Yvonne Chapman, Robin Crance (absent)
Guests: Nathaniel Mottinger, Shannon Gerould

Call to Order- Meeting was called to order by Kendra Falk at 5:34 P.M.

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

Announcements -The board welcomed guests Nathaniel Mottinger and Shannon Gerould.

Public Comments-Assistant Library Director Nathaniel Mottinger provided public comment. Nathaniel shared that he wished to convey his satisfaction with his present position and responsibilities as Assistant Library Director. The board discussed Nathaniel's role and responsibilities with him.

Approval of September 25, 2023 Minutes-Shirley motioned to adopt the September 25, 2023 minutes as presented. Kendra seconded the motion, and the motion passed.

Treasurer's Report- Shirley presented the treasurer's report, including the balances of the various library accounts. The board discussed the upcoming receiving of millage funds and its impact upon the budget. The board reviewed the expenditures and located a \$1 discrepancy, which Missy said she would rectify.

- a. **Adoption of Treasurer's Report:** Kendra motioned, and Yvonne seconded, to approve the treasurer's report as presented. The motion passed.
- b. **Payment of October Liabilities:** Hannah motioned to pay the October liabilities in the amount of \$6,887.24 (amended from \$6888.24). Yvonne seconded the motion, and the motion passed.

Library Director's Report- Missy presented the Library Director's report. Missy indicated that patron visits have been increasing over the last 3 years. Missy shared that she continues her work of purging the patron role by removing deceased patrons. Additionally, in September, the library purchased 79 new books and received 2 donated books. Missy presented learnings from the Michigan Library Association Annual conference that she attended. Of note is that the library must be 100% ADA compliant by 2025. Missy shared that the library's state aid audit is due 02/01/24. Missy discussed the library's operating hours with the board. Currently the library's hours are not uniform. Missy shared that she would like to make a more consistent schedule for the library, but that such changes would impact the library's budget. The board suggested that Missy conduct a library traffic study and propose new hours based upon her findings.

Old Business-

- a. **LEO Grant Application:** Missy completed a LEO Grant application for the library. Initially, grant awards were to be announced in November, but now the results will not be announced until December.
- b. **Employee Evaluations:** The board tabled this item until board president Jeannie could be present.
- c. **Employee Background Policy:** Discussion was tabled until the policy could be reviewed by board president Jeannie.
- d. **Volunteer Background Policy:** The board tabled this item until the policy could be reviewed by board president Jeannie.

- e. **Employee Termination Letter:** Board members reviewed the dismissal letter for Rosemary Johnson.

New Business

- a. **Employee Standards of Conduct Policy:** Hannah motioned to approve the Employee Standards of Conduct Policy. Yvonne seconded the motion, and the motion passed.
- b. **Employee Attendance Policy:** Hannah motioned to accept the Employee Attendance Policy. Shirley seconded, and the motion passed.
- c. **Employee Leave of Absence Policy:** Shirley motioned to accept the Employee Leave of Absence Policy. Yvonne seconded the motion, and the motion passed.
- d. **Book Challenge:** Guest Shannon Gerould shared her displeasure with the library's youth content. The board listened to the complaint and shared the "Procedures for Requests for Reconsideration of Library Materials" form with her. Discussion included the library's purpose and legal obligations. Discussion also touched upon the library's Material Selection Policy, a policy which covers the goals, principles, and responsibility of material selection. Digital and virtual options for book selection and library attendance were also suggested.
- e. **IT Company:** The Athens Township board plans to vote upon a new IT provider on November 7th. If approved, Wayne Technologies will provide IT support and services to the township. Missy has requested that Wayne Technologies provide an IT contract to the library as well. It is hoped that a contract will be available for library board review at the next scheduled meeting.

The meeting was adjourned at 6:47 p.m. The next regular meeting will be held on November 27th, at 5:30, in the Athens Township Office Board Room.

**Athens Community Library Board Meeting
Minutes
December 18, 2023**

Participants-

President: Jeannie Goodrich Library Director: Missy Irons
Treasurer: Shirley Damrow Secretary: Hannah Klein
Trustees: Kendra Falk (absent), Yvonne Chapman, Robin Crance (absent)
Guests: No guests

Call to Order- Meeting was called to order by Jeannie at 5:49 P.M.

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

Announcements -No guests were present.

Public Comments-There were no public comments.

Approval of October 30, 2023 Minutes-Shirley motioned to adopt the October 30, 2023 minutes as presented. Kendra seconded the motion, and the motion passed.

Treasurer's Report- Shirley presented the treasurer's report, including the balances of the various library accounts. As the board did not meet in November, Shirley shared the Profit and Loss Statement with a date range of 10/30/23-12/19/23. The board discussed the variances between the actual budget and the planned budget and the possible need for a budget revision. The board discussed the November and December liabilities as well.

- a. **Adoption of Treasurer's Report:** Yvonne motioned, and Hannah seconded, to approve the treasurer's report as presented. The motion passed.
- b. **Payment of November Liabilities:** Yvonne motioned to pay the November liabilities in the amount of \$2,414.38 as presented. Shirley seconded the motion, and the motion passed.
- c. **Payment of December Liabilities:** Yvonne motioned to pay the December liabilities in the amount of \$4,801.96 as presented. Shirley seconded the motion, and the motion passed.

Library Director's Report- Missy presented the Library Director's report, including data from November and December. Of note, between November and December, 34 new patrons were added to the library's roster, 133 books were purchased, and nearly 100 grab and go bags were distributed. Missy shared that she submitted the library's state aid request in October. Also, Missy applied for two different grants and is awaiting the results. Missy shared that there are funds available from the MLA Conference Grant. The board discussed appropriate ways to utilize the remaining funds. Lastly, Wayne Technologies has been contracted by the Athens Township for IT needs and support. The contract covers the library as well.

Old Business-

- a. **Employee Background Policy:** The board reviewed the previously tabled policy, following attorney revision. Shirley motioned to accept the Employee Background Policy as presented. Yvonne seconded, and the motion passed. The board also discussed the implications of this policy upon current employees, and it was suggested that background checks be conducted on current employees during their upcoming yearly evaluations.
- b. **Volunteer Background Policy:** The board discussed the previously tabled policy, following attorney revision. The board reviewed the revised policy and amended it to include a place for parents and guardians to sign for minors. Hannah motioned to accept the Volunteer Background Policy as amended. Yvonne seconded, and the motion passed.
- c. **Employee Evaluations:** The board reviewed Missy's evaluations of her library staff. The board provided Missy with her evaluation as well. The board thanked Missy for her outstanding work.

New Business

- a. **2024 Board Meetings and Holiday Closings:** Missy proposed a schedule of 2024 holiday closings for the library. It was decided that the library will close early on Christmas Eve and New Year's Eve. Additionally, it was decided that board meetings will now be held on the third Tuesday of every month, except for April, when no meeting will be held.
- b. **Operating Hours Data Review:** Missy conducted a library traffic study to effectively update the library's operating hours. Based upon her study, she recommended that the library change its operating hours to the following: Mon-Fri 9-6 and Sat 9-1. The board suggested that Missy try the new schedule for the next several months, then evaluate its effectiveness.
- c. **Conduct of Meetings:** The board discussed the importance of following the meeting agenda when it conducts monthly meetings. The board discussed the importance of allowing guest comments as scheduled, while allowing comments only in the scheduled time and for the scheduled duration (2 minutes).

The meeting was adjourned at 7:11 p.m. The next regular meeting will be held on January 16th, at 5:30, in the Athens Township Office Board Room.