

SHIAWASSEE DISTRICT LIBRARY BOARD
REGULAR VIRTUAL MEETING
MINUTES
24 MARCH 2021

PRESENT: ROBIN FREDRICK, PRESIDENT (City of Durand)
CINDY GARBER, VICE PRESIDENT (Bennington Twp.)
SARA PETTIT (City of Durand)
CAROLE SCHAEFER (Owosso Twp.)
JAMIE SEMANS (City of Owosso)

EXCUSED: ROBERT TEICH, JR., SECRETARY

ABSENT: ELAINE KUCHAR, TREASURER
ALICE LEWIS

STAFF PRESENT: MARGARET BENTLEY, NANCY FOLARON, JODI FOX,
KIMBERLY WHITE, NATALIE YOUNG

Fredrick called the meeting to order at 7:02 p.m.

Approval of the Agenda: Pettit moved to approve the agenda with the additions of 8c (Public Library Financial Management Class), 9b (Board Orientation Session), and 9c (Garber's E-mail); seconded by Semans; motion carried.

Minutes: Schaefer moved to approve minutes as presented; seconded by Semans; motion carried.

Citizen's Comments: None.

Financial Report: White pointed out that some annual costs are paid early in the fiscal year, but the line items are within the budget. Pettit moved to approve the January and February financial reports; seconded by Schaefer; motion carried.

Director's Report: Alice Lewis has been appointed as the newest board member from the City of Owosso. White highlighted progress in applying for a LSTA Public Service grant, the Owosso lease, and progress on the new website. New carpeting in Owosso's east and north entrances will be installed next week. Schaefer moved to accept the director's report; seconded by Garber; motion carried.

Correspondence: None.

Publicity: Mail Chimp is being used to distribute an electronic newsletter. Approximately 1,400 people received it last week.

Decisions:

Network Upgrade: The budgetary estimate is \$55,000-\$60,000; this is retail cost without any discounts. Garber moved to send out a RFP for actual costs to be paid from the Thome fund and unrestricted cooperative monies; seconded by Pettit; motion carried unanimously. Replacements for the public computers have been ordered and will be paid for from a MMLC technology grant. Schaefer moved to spend \$7,500 to order 7 new staff computers and 3 or 4 monitors; seconded by Semans; motion carried unanimously by roll call vote.

Owosso Lease: Schaefer moved to approve the lease as presented; seconded by Garber; motion carried unanimously by roll call vote.

Public Library Financial Management Class: Garber moved to allow White to apply for a class on public library financial management offered by the Library of Michigan (and paid for by the Library of Michigan); seconded by Pettit; motion carried.

Discussion:

In-Person Board Meetings: There was discussion on holding board meetings in person with several members noting that they still felt uncomfortable with this, that social distancing would be difficult to maintain, and the rising infection rate. Consensus to meet via Zoom in April and reconsider the issue at that time.

Board Orientation Session: Consensus to have Eric Palmer hold an orientation session for the board at 6 p.m. on April 28, 2021.

Garber's E-Mail: Garber requested that the payroll process be reviewed at audit time with the goal being to streamline the process. White noted that the audit is scheduled to be presented at the May meeting and suggested that the finance committee meet after the audit report is received.

Reports, Announcements: None.

Citizen's Comments/Board Open Discussion: None.

Adjourn: Schaefer moved to adjourn at 7:55 p.m.; seconded by Semans; motion carried.

Robin Fredrick
Board President

Attachments:

Attachments to Original Only: Owosso Lease