

SHIAWASSEE DISTRICT LIBRARY BOARD  
REGULAR VIRTUAL MEETING  
MINUTES  
26 MAY 2021

PRESENT: ROBERT TEICH, JR., SECRETARY (City of Owosso)  
SARA PETTIT (City of Durand)  
ELAINE KUCHAR, TREASURER (Rush Township)  
CAROLE SCHAEFER (Owosso Township)  
JAMIE SEMANS (City of Owosso)

EXCUSED: ROBIN FREDRICK, PRESIDENT  
ALICE LEWIS  
CINDY GARBER

ABSENT:

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

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

Approval of the Agenda: Kuchar moved to approve the agenda as presented; seconded by Teich; motion carried.

Minutes: Kuchar moved to approve the minutes with the correction that Alice Lewis was at last month's meeting (technological issues kept her from responding); seconded by Semans; motion carried.

Citizen's Comments: None.

Audit Report: Doug Deeter, from Rehmann's, presented the audit report. They noted a clean audit with no material weaknesses. They suggested better compliance with the review of journal entries, more timely bank reconciliation, and some IT and equipment security policy recommendations. White requested clarification on a letter from the State of Michigan. Deeter responded that while this needed a response, Rehmann's was issuing a clean opinion; the State is trying to prevent problems before they occur. Questions from the board regarding the number of pay periods, monthly reconciliation timelines, the director's ability to access the BS&A software, payroll not using BS&A, the security of Fox's network, library equipment, check printing, and the compensation time process were also discussed.

Financial Report: White reported that all is progressing as planned. Pettit moved to accept the financial report; seconded by Kuchar; motion carried.

Director's Report: In addition to the written report, White reported progress in the new logo design. She also thanked Folaron, Pettit, and Semans for their input.

Correspondence: None.

Publicity: Folaron noted that there have been both recent postings on Facebook and press releases. White mentioned the need for new signs in both the front of the Owosso Branch and in the parking lot. At the farmer's market, tablecloths are being used with the library's new logo.

Old Business:

Network Upgrade: Discussion was held on the proposals from ATS and Retriever. Teich moved to accept ATS as our network support; seconded by Semans; motion carried. Pettit moved to use money from the Thome fund for the upgrade; seconded by Semans; motion carried.

Meeting Room Draft Policy: A change in the meeting room form was presented. Semans moved to accept the change; seconded by Pettit; motion carried.

New Business:

New Library Branding/New Website: White presented an update on progress so far.

Discussion:

In Person Board Meetings: The June 23<sup>rd</sup> meeting will be held at the Owosso Branch at 7 p.m.

Announcements: None.

Citizen's Comments/Board Open Discussion: None.

Adjourn: Kuchar moved to adjourn at 8:22 p.m.; seconded by Semans; motion carried.

Rob Teich  
Board Secretary

Attachments:

Attachments to Original Only: