

SHIAWASSEE DISTRICT LIBRARY BOARD  
REGULAR MEETING  
MINUTES  
10 MARCH 2025

PRESENT: LONA OLIVER, PRESIDENT  
MICHELLE COLLISON, SECRETARY  
LAURA SAYLES, TREASURER  
ROBIN FREDRICK  
ELAINE KUCHAR  
NICK BRUCKMAN  
JOE PERRI

EXCUSED: DALE DEGARMO, VICE PRESIDENT

ABSENT:

STAFF PRESENT: KIMBERLY WHITE, MADISON KENNEDY

Oliver called the meeting to order at 6:02 p.m.

Additions/Deletions/Approval of Agenda: Kuchar moved to approve the agenda as presented; seconded by Fredrick; motion carried.

Committee Appointments - Personnel, Policy, Finance, etc.:

Finance Committee: Lona Oliver, Michelle Collison, Elaine Kuchar, Laura Sayles

Policy Committee: Nick Bruckman, Dale DeGarmo, Lona Oliver, Elaine Kuchar

Personnel Committee: Michelle Collison, Elaine Kuchar, Lona Oliver, Joe Perri

Approval of minutes from January Regular Meeting and Budget Hearing\*:

Collison moved to approve the minutes from the January meeting and budget hearing; seconded by Kuchar; motion carried.

Citizen's Comments: None.

Financial Report: Bruckman moved to approve the financial report; seconded by Sayles; motion carried.

Submission of Bills for affirmation Feb ACH and Check Registers. March 5 check registers (Treasurer)\*:

Frederick moved to approve the submission of bills for affirmation; seconded by Bruckman; motion carried.

Director's Report: Submitted.

Committee Reports: The Personnel Committee shared documents about the Director evaluation with the board. There will be a personal and policy meeting sometime in May.

Citizen's Comments: None.

Correspondence: None.

Publicity: None.

Open Issues:

a. Durand Library Roof/Window Project

The Durand Library roof/window project has been completed. A ribbon-cutting ceremony took place.

b. Director Evaluation

The Personnel Committee is currently working on the Director evaluation documents. The committee sent out emails to board members and is waiting for feedback before continuing.

c. ESTA

The Earned Sick Time Act went into effect. The payroll service will track the hours employees earn.

New Business:

a. Resolution to Change Signers for Check/Bank Account Access

Collison moved to approve the resolution to change signers for check/bank account access as written; seconded by Bruckman; motion carried.

Roll call:

OLIVER: Yes.

COLLISON: Yes.

SAYLES: Yes.

FREDRICK: Yes.

KUCHAR: Yes.

BRUCKMAN: Yes.

PERRI: Yes.

b. Purchase of new copier for Durand branch

The Durand branch copier has stopped printing and no longer works. Two companies made bids for contracts to purchase a new copier. The board approved to use Kraft Business Services.

Collison moved to approve the purchase of the new Durand branch copier through Kraft Business Services and the future purchase of a copier for the Owosso branch through Kraft Business Services; seconded by Fredrick; motion carried.

Roll call:

OLIVER: Yes.

COLLISON: Yes.

SAYLES: Yes.

FREDRICK: Yes.

KUCHAR: Yes.

BRUCKMAN: Yes.

PERRI: Yes.

c. Audit of FY end November 30, 2024

The audit will be starting next week. The agreement letter to authorize VMD & Associates to complete the audit was passed out to the board. The board needs to approve the signing of the letter on behalf of the library.

Fredrick moved to approve the signing of the agreement letter to authorize VMD & Associates to conduct the audit; seconded by Collison; motion carried.

Roll call:

OLIVER: Yes.

COLLISON: Yes.

SAYLES: Yes.

FREDRICK: Yes.

KUCHAR: Yes.

BRUCKMAN: Yes.

PERRI: Yes.

d. Service animals policy

A copy of the state law policy for service animals was passed out to board members. The board needs to approve the service animal policy for animals in the library

Frederick moved to approve the service animal policy for animals in the library; seconded by Perri; motion carried.

Discussion/Announcements/Requests for Information:

Adjourn: Bruckam moved to adjourn at 7:15 p.m.; seconded by Perri; motion carried.

*Michelle Collison*

Michelle Collison  
Board Secretary

Attachments:

Attachments to Original Only: