

SHIAWASSEE DISTRICT LIBRARY BOARD
REGULAR MEETING
MINUTES
22 JANUARY 2025

PRESENT: ROBIN FREDRICK, VICE PRESIDENT
ELAINE KUCHAR, TREASURER
MICHELLE COLLISON, SECRETARY
DALE DEGARMO
NICK BRUCKMAN
JOE PERRI
LAURA SAYLES

EXCUSED: LONA OLIVER, PRESIDENT

ABSENT:

STAFF PRESENT: KIMBERLY WHITE, NANCY FOLARON, MADISON KENNEDY

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

Additions/Deletions/Approval of Agenda: Kuchar moved to approve the agenda with the addition of Community Survey under open issues and Edward Jones Capital Account under new business; seconded by Collison; motion carried.

Election of Officers For FY 24/25*:

Collison moved to elect Lona Oliver as President; seconded by Bruckman; motion carried.
Kuchar moved to elect Dale DeGarmo as Vice President; seconded by Collison; motion carried.
Bruckman moved to elect Michelle Collison as Secretary; seconded by Sayles; motion carried.
Collison moved to elect Laura Sayles as Treasurer; seconded by Kuchar; motion carried.

Committee Appointments - Personnel, Policy, Finance, etc.: The committees will continue with current roles until the president can appoint a new committee.

Approval of minutes from November Regular Meeting and Budget Hearing*:

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

Citizen's Comments: None.

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

Submission of Bills for affirmation Nov, Dec, Jan ACH, Nov 26, Dec 9, Dec 23, Jan 7, Jan 21
Check Registers (Treasurer)*:

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

Director's Report: Submitted.

Committee Reports: The evaluation committee shared the Director evaluation form draft with the board. There is no date for the evaluation yet.

Citizen's Comments: None.

Correspondence: The City of Durand sent a notice to the library about an adoption of a Brownfield Plan located in Durand. The library did not take action.

Publicity: Passed around.

Open Issues:

a. Durand Library Roof/Window Project

The window and book drop are installed at the Durand library. The sign letters for the front of the building and the interior door are still needing to be finished.

b. New Minimum Wage/Paid Sick Leave Law

The new minimum wage/paid sick leave law, if approved, will go into effect on February 21. There have been changes to the existing sick time policy. A draft has been given to the board. The policy needs to be approved by the board.

c. Director Evaluation

The evaluation committee is waiting to hear back from board members about the draft for the evaluation. No date is set yet for the evaluation.

d. Community Survey

A packet for the slide presentation of the community survey was presented to the board. The board will go over the survey results during the February or April meeting.

New Business:

a. Earned Sick Time Policy

Board members received a draft of the new earned sick time policy. This policy will go into effect February 21st..

DeGarmo moved to adopt the earned sick time policy with the addition to Usage: employees may begin using accrued EST after the 90th calendar day of employment. EST must be used in one- (1-) hour increments. Employees may not use more than 72 hours of EST in any year; seconded by Collison; motion carried.

Roll call:

FREDRICK: Yes

KUCHAR: Yes

COLLISON: Yes

DEGARMO: Yes

BRUCKMAN: Yes

PERRI: Yes

SAYLES: Yes

b. LAFCU CD Renewal (matures 2/5/25)

The LAFCU CD renewal is in February. The board was presented with different renewal options. The board chose to renew the LAFCU CD for 6 months.

Bruckman moved to renew the LAFCU CD for 6 months; second by Collison; motion carried

Roll call:

FREDRICK: Yes

KUCHAR: Yes

COLLISON: Yes

DEGARMO: Yes

BRUCKMAN: Yes

PERRI: Yes

SAYLES: Yes

c. Edward Jones Capital Account

Library Director requested to transfer the Edward Jones capital funds to the Horizon general fund account to be able to close the Edward Jones capital account.

DeGarmo moved to move the Edward Jones capital fund to the Horizon general fund; seconded by Kuchar; motion carried.

Roll call:

FREDRICK: Yes

KUCHAR: Yes

COLLISON: Yes

DEGARMO: Yes

BRUCKMAN: Yes

PERRI: Yes

SAYLES: Yes

Discussion/Announcements/Requests for Information: The February board meeting will be held at Owosso instead of Durand.

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

Michelle Collison

Michelle Collison
Board Secretary

Attachments:

Attachments to Original Only: