

WHITE CLOUD COMMUNITY LIBRARY

BOARD OF DIRECTOR'S MEETING

April 18, 2024

MINUTES

Call to Order

The White Cloud Community Library Board of Director's Meeting held on the above date was called to order at 1:05 PM.

1. Roll Call

Board Members Present: Pat Ebenstein, Judy Maike, Pamela Chaffee, Sue Redding, Kathy Broome, Linda Trapp

Board Members Absent: Chris Tiernan, Wilcox position still vacant

Also Present: Amy Stockwell, Director; Ronald Phillips, Assistant Director

2. **Agenda:** Approval of agenda for the board meeting held on April 18, 2024 with no changes.

Motion: Pamela Chaffee Seconded: Kathy Broome

Vote: Yes- All No- Abstained-
Absent- Chris Tiernan

A. **Minutes:** Approval of minutes from the board meeting held on March 28, 2024 with no changes.

Motion: Pat Ebenstein Seconded: Sue Redding

Vote: Yes- All No- Abstained- Absent- Chris Tiernan

B. **Public Comment:** None

C. **Financial Reports:** Delinquent millage payout planned for May. First half of State Aid has arrived. The library is still on track for the fiscal year.

Motion to approve financial statements as presented.

Motion: Kathy Broome Seconded: Sue Redding

Vote: Yes- All No- Abstained- Absent- Chris Tiernan

D. Librarian's Report- New staff members are learning quickly. Police had to be called two days in a row on behalf of patrons; luckily both issues were resolved with no problems. Eclipse day was insane. The library gave out 550 pairs of glasses and had requests for hundreds more. The program did very well and the food truck that attended sold out! Both the Director and Youth Librarian travelled to Lansing to Library Advocacy day Tuesday April 16, 2024; they were the only two people from Newaygo County. There was a storybook made for Joe Fox, who was not present, but his staffer passed along a copy. There was a lot of great engagement and information shared between the librarians and government officials. The first meeting went over twice as long as was initially scheduled with both sides engaged the whole time. The Staffer said they will write a letter of recommendation the next time we apply for a State or Federal capacity grant. The meeting with Outman had many more librarians present, so it was more statewide library issues than localized to Newaygo County. Pig Roast ticket number one was left for Joseph Fox.

E. New Business:

1. ACH Policy- Motion to adopt Electronic Payment Policy as presented.

Motion: Pamela Chaffee

Seconded: Kathy Broome

Vote: Yes-All

No-

Abstained-

Absent-

Chris Tiernan

2. Review Preliminary Salary Numbers: With the staff changes over the past 3 months, some research was done that made it apparent the library needed to increase the staff budget. The library's pay scale had fallen below both the industry average for a library our size and that of other local entities. With the proposed increase, the employee budget amount will only increase about 4.1% over what was budgeted for the current fiscal year while providing employees with a reasonable raise. This brings us closer to the industry average. The Director went to an Employee Retention Workshop Tuesday and all companies attending were having high retention issues.

Motion to proceed with proposed staff raises as presented for the 2024/2025 budget:

Motion: Kathy Broome Seconded: Linda Trapp
Vote: Yes- All No- Abstained- Absent: Chris Tiernan

3. **MERS HCSP-** The New PTO accrual system was adopted at the March 2024 meeting, but we need to approve the MERS Health Care Savings Program as a roll over option for full time employees when they hit the maximum number of PTO hours. Discussion was had regarding how the board would like to proceed whether paying out at 50% or 100% as many employers have different policies on this. The Director is currently at the maximum number of hours for PTO and requests that she get a one-time payout of some PTO hours prior to the next fiscal year when this policy is implemented. This has happened before in the past with previous leaders and the funds are available in the Other Fringe Benefits line of the budget.

Motion to adopt a policy that would allow employees either a rollover of excess PTO hours into the HCSP at a 100% payout, or accept a “cash payout” of 50% excess hours once the maximum number of PTO hours is reached instead and to allow the Director to take a one time payout prior to the implementation of the new PTO program.

Motion: Pat Ebenstein Seconded: Sue Redding
Vote: Yes-All No- Abstained- Absent- Chris Tiernan

Motion to accept a cash payout at 100% for 12 days of banked PTO time for the Director.

Motion: Pamela Chaffee Seconded: Kathy Broome
Vote: Yes- All No- Abstained- Absent- Chris Tiernan

4. **L4029: Has not been received yet; tabled until next board meeting.**

F. Old Business:

1. **Grants:** - No new building grants. We will keep our eyes open for bookmobile grants.

Kathy Broome Leaves at 1:51 PM.

2. **Building:** Community Garden is coming together well. No issues with the library building itself.

3. **Donations:** No new news.

G. Public Comment: None

- H. Board Comments:** Fire department may be retiring a fire truck soon, might make an interesting bookmobile. Kathy's and Judy's board seat will be coming up for reelection soon. Wilcox has not sent a new representative yet.

- I. Correspondence:** No new correspondence.

J. Adjournment: Motion to adjourn at 2:07 PM

Motion: Pamela Chaffee

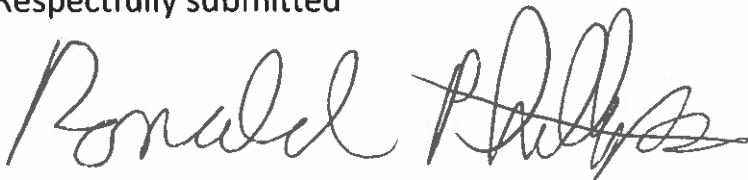
Seconded: Pat Ebenstein

Vote: Yes- All

No- Abstained-

Absent- Chris Tiernan

Respectfully submitted



Ronald Phillips