

WHITE CLOUD COMMUNITY LIBRARY
BOARD OF DIRECTOR'S MEETING
March 20, 2025
MINUTES

A. Call to Order

The White Cloud Community Library Board of Director's Meeting held on the above date was called to order at 1:00PM

1. Roll Call

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

Board Members Absent: Chris Tiernan, Erica Pozas, Linda Trapp

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

2. Agenda: Approval of agenda for the board meeting held on March 20, 2025.

Motion: Kathy Broome Seconded: Pat Ebenstein

Vote: Yes- All No- Abstained-

Absent- Chris Tiernan, Erica Pozas, Linda Trapp

B. Minutes:

a. Approval of minutes from the board meeting held on January 16, 2025.

Motion: Pamela Chaffee Seconded: Kathy Broome

Vote: Yes-All No- Abstained-

Absent- Chris Tiernan, Erica Pozas, Linda Trapp

b. Approval of minutes from the special board meeting held on March 5, 2025.

Motion: Pat Ebenstein Seconded: Sue Redding

Vote: Yes-All No- Abstained-

Absent- Chris Tiernan, Erica Pozas, Linda Trapp

Linda Trapp Arrives at 1:03 PM

- C. Financial Reports:** Review of Financial. Nothing out of the ordinary. Most millage money is in. About \$43,000 more expected with the delinquent. There will be some more income as we have now offered monthly hotspots for a charge. This is in addition to our free one-week checkout hotspots. There are currently 15 monthly hotspots. These monthly ones should pay for themselves by the end of May, and going forward we will use to purchase more until the immediate need appears to be filled and may pay for the hotspot program. Motion to approve financials:

Motion: Pamela Chaffee

Seconded: Kathy Broome

Vote: Yes- All

No-

Abstained-

Absent- Chris Tiernan, Erica Pozas

- D. Librarian's Report-** Website visits had a massive increase, but is most likely not valid as most of them originated on one day and heavily from outside of the country. An EO has removed funding to IMLS, which funds MeLCAT, cohorts, continued education, our website, and more. Amy will be leaving for a cohort after this meeting. Amy and Chadwick will both be going to Library Advocacy Day on April 30th. Last year went well. We are hoping to have a "books, baked goods and more" sale on May 22nd and 23rd. It would be by donation. We were hoping to get a few people to come in and just converse with others during the sale. Discussion around the minimum, we will need to increase our wages to stay anywhere close to competitive. Amy has been monitoring job postings locally and for similar jobs and we will continue to lose good staff if we don't come up. Will begin working on the 2025/2026 budget soon.

E. New Business:

1. – Personnel Policy Updates- Sick leave laws have had some last-minute changes. Previously voted on PTO leave policy is still within compliance for the ESTA law, but it is recommended to update the personnel handbook to include the dates of the most recent changes. Wording is proposed to be added to all job descriptions to require a background check as well as a GED or equivalent (unless the position required higher education previously). The last pay period in April is proposed to have payday move to Fridays instead of Wednesdays

moving forward due to federal holidays falling on the day's payroll is needed to be sent to the accounting company. Final part is to combine full time personal days and vacation days. This would add the number of personal days into the vacation days schedule instead of being two separate benefits. Motion to accept proposed personnel policy changes:

Motion: Sue Redding

Seconded: Pamela Chaffee

Vote: Yes- All No- Abstained
Absent- Chris Tiernan, Erica Pozas

2. Phones: There are two options for new phone systems in the packets. The new phones would allow messages to be changed on a website, rather than going through the phone settings and recording a message. The system would be replacing the current phone system that is over 15 years old. Two of the current phones cannot make long distance calls. One phone cannot answer incoming calls. One option would assign each phone its own phone number that will make it possible to ring in to every phone and call directly. Monthly service charge is per phone number. Option two has two phone numbers that can be answered from any phone. Current phone service is over \$100 a month and may increase as we have switched fax lines and it may affect the multi-line discount. In two years with option two, the cost will be almost paid for with savings from dropping Spectrum. We will have to purchase the phones outright and then pay \$10 per month per line. Motion to approve option 2:

Motion: Sue Redding

Seconded: Kathy Broome

Vote: Yes- All No- Abstained-

Absent- Chris Tiernan, Erica Pozas

3. Drinking Fountains: Presented bid is for vandal resistant two section water fountain with a water bottle filling station from Bentley Plumbing. It will not require electricity. Required plumbing has changed since the old ones were installed, so they will need to adjust the plumbing. Money is in the building maintenance to cover it. Motion to accept bid for water fountain installation:

Motion: Pamela Chaffee Seconded: Linda Trapp

Vote: Yes- All No- Abstained-
Absent- Chris Tiernan, Erica Pozas

4. - Versiti Blood Drive: Versiti would like to use the meeting room to hold blood drives. Red cross holds them at St. Joseph church. The representative suggested doing them on alternating months so they do not overlap. The wait period between giving blood is around 2 months, so it may not gain any traction, as people who regularly give blood would be on their wait period. Motion to deny Versiti's proposal.

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

5. - Mission Square Retirement: The library has a very old account at Mission Square for one retiree that has funds there. The representative at Mission Square has recommended having the board sign a form appointing Amy as the administrator to the account so she may receive their reports. This will just be to allow viewing of the library's account. Judy signed the letter and Amy will contact them.

F. Old Business:

1. **Grants:** The library has been awarded \$10,000 through ALA to improve access to the library. We will need to have community input meetings prior to the program. The grant was written to add automatic door openers to the library bathrooms and to replace the circulation desk. Depending on community input, the project may change. The first meeting must take place between May 1st and August 1st. This grant was through private donors and the award is guaranteed. The library has also applied for the Par Plan Risk Reduction grant and is about to send in the Great Lakes Energy People Fund Grant.
2. **Building:** No updates
3. **Donations:** No updates

G. Public Comment: None

H. Board Comments: Congrats to Chadwick to being nominated the Volunteer of the Year! Happy late Birthday Pat! Merrill Township- Sue has been appointed as the Director of Community Events for Merrill Township. They have given the library permission to use the Merrill township hall whenever it is not reserved free of charge. August 2nd 11-2 will be the next Children's Day at Merrill Township. Children's day will be available to anyone in the surrounding area, not just Merrill Township kids.

I. Correspondence: None

J. Adjournment: Motion to adjourn at 2:17PM

Motion: Judy Maike

Seconded: Pamela Chaffee

Vote: Yes-All No- Abstained-
Absent- Chris Tiernan, Erica Pozas

Respectfully submitted

Ronald Phillips