

WHITE CLOUD COMMUNITY LIBRARY

BOARD OF DIRECTOR'S MEETING

March 28, 2024

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 1:00 PM

1. Roll Call

Board Members Present: Pat Ebenstein, Chris Tiernan, Judy Maike, Pamela Chaffee, Sue Redding

Board Members Absent: Linda Trapp, Kathy Broome (present via phone, but unable to vote), Wilcox position still vacant

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

2. Agenda: Approval of agenda for the board meeting held on March 28th, 2024 with the following changes: Add "Cameras" to number 7 under new business; Add "Merrill Township Children's Day" to number 8 of new business.

Motion: Chris Tiernan

Seconded: Pat Ebenstein

Vote: Yes- All No- Abstained- Absent- Linda Trapp, Kathy Broome

B. Minutes: Approval of minutes from the board meeting held on January 18, 2024.

Motion: Pamela Chaffee

Seconded: Sue Redding

Vote: Yes- All No- Abstained- Absent- Linda Trapp, Kathy Broome

C. Public Comment: None

D. Financial Reports: Review of Financials for months of January and February. Michigan Class is doing very well, but the interest rate is starting to come down so it will be interesting to see where the upcoming election takes it. Elan Credit Card is giving many issues, so the library is using the American Express card more often. Consumer's Credit Union is what the City is using. Office Supplies was higher than usual due to a large order of bookends.

Motion: Sue Redding

Seconded: Pat Ebenstein

Vote: Yes- All No- Abstained- Absent- Linda Trapp, Kathy Broome

E. Librarian's Report- Chadwick Walenga was hired as the new Youth Services Librarian. Nicole is leaving for Camp Newaygo, so we asked Lindsay (who had also applied for the youth position) if she would like hours and she agreed. She may also work at the Croton Township Library. There was an odd noise when water was used in the building, but no clear reason why, it even had Barney from DPW stumped for a bit, he did find that it was a toilet in the women's restroom. New parts the next day solved it. Automatic lights in the public bathrooms have been increased from 5 to 30 minutes as per patron request. Flagpole has been re-plumbed to be straight again, the cost seemed very affordable thanks to our subscription with Rocket Enterprises. Pig roast tickets are here and will go on sale April 1. In previous years, the Friends have worked really hard to stream line the pig roast and make it very food safe, hence no homemade donations anymore. Local businesses have received scrutiny and food licenses are watched very closely. After the free Thanksgiving meal, it was mentioned that even small events like that and ours need a temporary food license so the Friends will need to get one this year and this includes the person roasting the pig. The search has begun for this person. August 16th was the date chosen for the pig roast. Staff leaving recently has led to some research on wages and employee benefits with the other libraries. Staff wages were discussed heavily. We will need to increase wages to keep good staff, Amy is predicting that we will need to look into a scale system to attempt to keep things fair and affordable for the library. Amy is hoping to have some suggestions in the meetings leading to the budget hearing. Just while Amy was on vacation for a week, there were over 10 library jobs posted throughout the state, the circulation ones all had higher starting pay than what we offer.

F. New Business:

1. PTO System- Full time employees currently get sick time and no PTO, while Part time gets PTO based on an unequitable scale and no sick time. Proposed changes would eliminate "sick time" for full time employees and part time employees would PTO based on hours worked rather than flat rates. This will make PTO equitable for all staff, all employees will earn .058 PTO hours for each hour worked throughout the year. Part time employees will be able to carry over 100 hours each year and full time 270 hours. No additional PTO

time will be earned while using PTO hours. We will no longer be able to use the tracking software that we currently use for staffing so we will have to develop an excel spreadsheet to track, but our new payroll system through Hendon and Slate will be able to track PTO on employee pay stubs.

Motion to adopt accrual PTO system and replace part time PTO and full-time sick time to this system.

Motion: Chris Tiernan

Seconded: Sue Redding

Vote: Yes- All No- Abstained- Absent- Linda Trapp, Kathy Broome

- 2. Consumer's Credit Union Credit Card – Motion to authorize Amy Stockwell, Library Director, to open a business credit card through Consumer's Credit Union on behalf of the Library. If an additional staff member is needed, authorization to Ronald Phillips and if a library board member is needed, authorization to Pamela Chaffee, board treasurer.**

Motion: Chris Tiernan

Seconded: Sue Redding

Vote: Yes- All No- Abstained- Absent- Linda Trapp, Kathy Broome

- 3. MERS DC Plan- Tabled until we look into the new wages**

- 4. Community Garden-** starting to gain traction. They have a new meeting April 1st. They would like some trees taken down at the library property near the proposed garden site. Community service person can take some down, but can't do all of them as we will have used all of our community service hours. A decision must be made on what the library is willing to fund towards the garden development. As for water, there is discussion as to how we could work this out. Amy had asked April if the City had provided water at the previous garden and April believed that had been the case and she was going to ask Barney if there was anything that could be done. We recently were made aware of a house on Lester near where the garden will that was taken down prior to the Library purchasing the land so we are hopeful that there might still be a water connection there.

Motion to that Library funds will not be used for Community Garden needs.

Motion: Sue Redding

Seconded: Pat Ebenstein

Vote: Yes- All No- Abstained- Absent- Linda Trapp, Kathy Broome

5. **Free Little Libraries-** Our community service person has built us free little libraries, now we just need to contact different entities about hosting them at their township halls. Staff and board would refill/rotate books.
6. **Hotspot Agreement-** We are looking into updating the hotspot agreement to change the overdue fines to \$10/day. This has been heavily requested by multiple libraries in the Lakeland Library Cooperative and they will be holding a meeting to discuss this. There is discussion to start beta testing and we have asked to be in that when available. We haven't changed to this yet as the system doesn't have an itype to auto generate this fine. Under previous administration, Amy has seen what happens when you attempt to circumvent the system and attempt to enforce fines manually and it was a nightmare so we don't want to start that. We need the system to enforce this. New agreements will need to be signed by everyone again.

Motion to increase hotspot fines to \$10/day when made available to us by Lakeland.

Motion: Pam Chaffee

Seconded: Sue Redding

Vote: Yes- All No- Abstained- Absent- Linda Trapp, Kathy Broome

7. **Cameras-** A young patron had recently stolen books. When we were trying to view the cameras to find which books were taken, he was sitting in a blind spot. We were able to see him grab them, but not put them into his bag. The school officer knew him by name and was able to talk with him. Initially the youth denied it, but later admitted it and the books were returned. His mother later came in with him, all of his old fines were taken care of, and he is now a regular patron. We are now aware of a few blind spots and contacted Novotny Electronics about getting more cameras. For 4 cameras, it would be \$1,350 for the cameras and installation. This fund would come out of building maintenance.

Motion to purchase and have installed 4 new cameras through Novotny Electronics.

Motion: Pamela Chaffee

Seconded: Sue Redding

Vote: Yes- All No- Abstained- Absent- Linda Trapp, Kathy Broome

- 8. Merrill Township Children's Day-** Sue Redding and other Merrill Township officials decided to do a Children's day to help get the township together and would like to invite the library. No date has been set yet, but it will most likely be on a Saturday. This would also help show what the library has to offer to patrons. Amy thinks this is a great idea and Chadwick is very well versed in community events and will highlight the library very well.

G. Old Business:

- 1. Grants: -We did not receive the State grant. FAFS has confirmed we will be receiving funds. Chadwick has applied for the YAC grant. Community Survey is available until April 15th.**
- 2. Building: Staff cleaned while Amy was out. Flagpole has been fixed.**
- 3. Donations: - Doris Sirk passed away and left the Library as a memorial donor. We have received about \$200 so far.**
- 4. Public Comment: None**

H. Board Comments: None

- I. Correspondence: Letter about Sewer Authority. Library will stay neutral, but the fact that they are discussing staff wages at the same time we are is interesting and good to know that we aren't the only ones.**

J. Adjournment: Motion to adjourn at 2:30PM

Motion: Judy Maike

Seconded: Pamela Chaffee

Vote: Yes- All No- Abstained- Absent- Linda Trapp, Kathy Broome

Respectfully submitted

Ronald Phillips