WHITE CLOUD COMMUNITY LIBRARY

BOARD OF DIRECTOR'S MEETING

January 18th, 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 1:06PM.

1. Roll Call

Board Members Present:

Judy Maike, Pamela Chaffee, Pat Ebenstein, Linda Trapp

Board Members Absent:

Chris Tiernan, Kathy Broome, Sue Redding

Also Present: Amy Stockwell, Director; Ronald Phillips, Assistant Director; lan, Audit Report

2. Agenda: Approval of agenda for the board meeting held on November 16th, 2023. Addition of Audit Report after Minutes approval.

Motion: Pamela Chaffee Seconded: Pat Ebenstein

Vote: Yes- Judy Maike, Pamela Chaffee, Pat Ebenstein, Linda Trapp

No- Abstained- Absent- Chris Tiernan, Kathy

Broome, Sue Redding

B. Minutes: Approval of minutes from the board meeting held on September 21st, 2023.

Motion: Pat Ebenstein Seconded: Pamela Chaffee

Vote: Yes- Judy Maike, Pamela Chaffee, Pat Ebenstein, Linda Trapp

No- Abstained- Absent- Chris Tiernan, Kathy

Broome, Sue Redding

c. Audit Report: Ian is here to present on our 2023 financial audit. The library received the highest score in the auditor's opinion. Our assets are considerably higher than our liabilities. General fund increased by ~\$49,000. Unassigned balance would be high enough to run the library for approximately 1 year and a month if we were to receive no income. Page seven includes comparison or assets, outflow, inflow, and liabilities between 2023 and 2022. Book collection only goes back 5 years for the assets. Cash increased around ~40,000. Pension Liability increased due to the market and more people drawing. Revenue breakdown on page 8. Page 12-17 are basic financial statements broke down by category. Overall, Library is in good financial standing. Motion to accept Audit Motion: Pamela Chaffee Seconded: Linda Trapp

Vote: Yes- Judy Maike, Pamela Chaffee, Pat Ebenstein, Linda Trapp

No- Abstained- Absent- Chris Tiernan,

Kathy Broome, Sue Redding

D. Financial Reports: Review of Financial for the months of November and December. Millage checks have began rolling in. Equipment and furniture are higher due to the AED. 50% of fiscal year, used 45% of the budget.

Motion: Pat Ebenstein Seconded: Pamela Chaffee

Vote: Yes- Judy Maike, Pamela Chaffee, Pat Ebenstein, Linda Trapp

No- Abstained- Absent- Chris Tiernan, Kathy

Broome, Sue Redding

E. Librarian's Report- Michigan Class is doing very well for interest. Michigan Community Centers grant had a glitch on the website saying everyone was 100% funded, but grant is still in review. Amy does not believe that a millage is the correct method for funding a building IF we do get the community centers grant. The two ways to bond the value both have advantages and disadvantages. It becomes very complicated. Rate is 4.8% for 25 years. Amy was accepted into the Post-Pandemic Cohort group. Katie has left the library and now works at Camp Newaygo. Her benefits there outweighed what we could offer here. She gained a

pay increase, insurance, and a lake house. New children's librarian position will be part time at 32 hours per week. The MERS provision will be needed to change how the library defines coverage. This will make it so we no longer need to keep people bellow 28 hours per week for part time. Full Time employees have a defined benefit plan, Amy would like to add a defined contribution plan for all employees. This would not have much of a yearly increase due to the difference in what Katie and the new youth librarian make. This would be much more equitable for all staff. Another idea is to change the PTO schedule to an accrualbased system so for every hour worked, a certain amount of PTO would be earned. This would replace sick time for the full time. This would help bridge the benefits gap between part time and full time. Youth Librarian applications have been coming in steadily. Up to 7 applications. Patty is leaving in March, so Linda Kilmer will be starting January 29th for circulation and Angela Ditlow will be moving to Processing. PTO Accrual will bring up an issue with the max out limit. MERS recommended we start a max out program. This would make it so hours over the limit would have excess go into a Healthcare Saving Plan. Amy will be off most of next week due to a family emergency. March meeting will have to be moved in order for accommodate everyone. March 28th is the best option.

F. New Business:

1. Budget Amendment- Motion to amend the 2023/2024 budget as presented.

Motion: Pamela Chaffee Seconded: Linda Trapp
Vote: Yes- Judy Maike, Pamela Chaffee, Pat Ebenstein, Linda Trapp
No- Abstained- Absent- Chris
Tiernan, Kathy Broome, Sue Redding

2. **MERS Resolution-** Motion to modify benefit plan to be between full time and part time status, not by hours.

Motion: Pamela Chaffee Seconded: Pat Ebenstein

Vote: Yes- Judy Maike, Pamela Chaffee, Pat Ebenstein, Linda Trapp

No- Abstained- Absent- Chris Tiernan,

Kathy Broome, Sue Redding

G. Old Business:

- 1. Grants: Still waiting on community centers grant. FACF is almost spent and then next years will be released.
- 2. Building: No new changes
- 3. **Donations:** No New Changes

H. Public Comment: NoneI. Board Comments: NoneJ. Correspondence: None

K. Adjournment: Motion to adjourn at 2:02

Motion: Pamela Chaffee

Seconded: Judy Maike

Vote: Yes-Judy Maike, Pamela Chaffee, Pat Ebenstein, Linda Trapp

No-

Abstained-

Absent-Chris Tiernan, Kathy

Broome, Sue Redding

Respectfully submitted,

Ronald Phillips