

Community District Library Board of Trustees Board Meeting Minutes

November 20, 2024

Opening

The regular meeting of the Community District Library Board of Trustees was called to order at 7:03 p.m. on November 20, 2024 by Board Chair, J. Bowers. Followed by the Pledge of Allegiance.

Present

Judy Bowers, Geraldine Hagadon, Maria Cuthbert, Mary Julian, Terry Mc Hallam Leduc, and Janine Wilk.

Absent: Patty Fraser and Elaine Prine.

Also present: Jami Cromley, Linda Hudecek.

- **Approval of agenda:** Motion made by G. Hagadon, to approve the agenda, seconded T. McHallam Leduc. Motion accepted.
- **Approval of minutes:** Motion made by G. Hagadon to approve the October 23, 2024 regular minutes, seconded by T. McHallam Leduc. Motion accepted.
- **Approval of payment of bills:** Motion forwarded from the Finance Committee to accept payment of bills (checks #8630-8645) and online payments in the amount of \$ 50,058.82. Roll call. Motion accepted.
- **Approval of the monthly budget report:** Motion forwarded from the Finance Committee to accept report dated November 2024. Motion accepted.

Citizen comments: None.

Communications Received: None.

- The auditing firm of Andrews Hooper Pavlik presented the 2023-24 audit. Giving the library a clean audit, and suggestions for strengthening internal controls and operating efficiency. The board will review the report and give final acceptance at the December 9, 2024 meeting.

Old Business:

- None.

New Business:

- After discussion, motion was made by G. Hagadon approve the 2025 slate of Board Officers:
Chair: Mary Julian, Vice-Chair: Geri Hagadon
Secretary: P. Fraser, Treasurer: M. Cuthbert.
This was seconded by M. Cuthbert. Motion accepted

- 2025 Board meeting dates and holiday schedule was discussed, motion was made by G. Hagadon, and seconded by M. Julian. Motion accepted.
- The new board member replacing retiring Judy Bowers, is set to begin in January.
- With an increasing demand for library services, Jami would like to add an additional staff member to take on some of the duties carried on by other staff members, this includes: programming, marketing, digital resources, grant seeking, assisting administration, etc. This position will require a BA degree, which will add to the libraries slate of staff to cover the Library of Michigan regulations to maintain a Class V system. Motion was made by G. Hagadon to move forward with this addition, seconded by M. Cuthbert. Roll call, motion accepted.
- Jami also requested to create a new job title, Library Services and Digital Marketing Coordinator, encompass duties as such. Motion was made by M. Julian and seconded by M. Cuthbert to approve. Motion accepted.

Director Report:

- A new digital service has been added to the library. Kanopy is a video streaming service, which patrons can select movies, documentaries, children books, using their library card.
- The new library catalog Bibilcore has been launched, this has replaced the Enterprise catalog, and will feature many new additions to make patrons experience better.
- Novel Effect app has also been added to the library, this service enhances storytime with background sounds and music, while staff reading a chosen book, giving listeners expanded sense of the story.
- The timeline for the new Burns Township building, which will include space for the library, is scheduled to be complete mid-summer, with the library portion sometime in the Fall. Perrin Construction has been selected a building contractor.
- There are many holiday happenings at all branches, with visits from Mrs. Claus and even Santa.

Board Comments: Board members thanked Jami and Linda for their efforts in completing the clean audit.

Adjournment: 8:18 p.m.

Recorded: L. Hudecek