

**Holly Township Library Board Agenda  
Regular Meeting - January 22, 2024 7:00 PM**

- **Roll Call**
- **Approval of December Meeting Minutes** **2**
- **Public Comments - Agenda and Non Agenda Items**  
Public comments are limited to the subject matter as shown above. Persons addressing the Board should state their name and address and direct their comments to the President. Comments are limited to 4 minutes.  
**Election of Officers 2024 (no enclosure)**  
**Bills for Payment**  
**Bills to pay** **6**
- **Financial Statements**
  - Ramp** **7**
  - Checking account register -December 2023** **8**
- **Director & President Report** **11**
- **Old Business:**
  - **Friends Agreement** **14**
  - **Video Camera System** **17**
  - **Strategic Plan** **24**
- **New Business**
  - 2024 Library Calendar** **25**
  - Discussion - Village to City (No enclosure)**
- **Board Member and Public Comments Adjournment - Non agenda items only \*\***

\*\* Public comments are limited to the subject matter as shown above. Persons addressing the Board should state their name and address and direct their comments to the President. Comments are limited to 4 minutes.

**Holly Township Library Board Agenda  
Regular Meeting - December 18, 2023 - 7:00 PM**

**Call to Order at 7:00 pm.**

**Roll call**

President A. Brandon - here  
Vice President J. Mishler - here  
Secretary M. Hill - here  
Treasurer N. Nenadovich - here  
Trustee K. Watt - here  
Trustee S. Cole - here

**Staff/Guests**

Greg Hayes  
Jessica Riddle  
Tina Russette  
Angela Wallace  
Ben Spencer

**Approval of November Regular Meeting Minutes**

[See Pages 2-5]

Proposed Motion: It was moved by J. Mishler and seconded by K. Watt to accept the previous regular meeting minutes.

Roll: President A. Brandon - aye • VP J. Mishler - aye • Secretary M. Hill - aye • Treasurer N. Nenadovich - aye • Trustee K. Watt - aye • Trustee S. Cole - aye

\*Discussion

**Public Comments - Agenda Items only** Public comments are limited to the subject matter as shown above. Persons addressing the Board should state their name and address and direct their comments to the President. Comments are limited to 4 minutes

**Bills for Payment/Financial Statements:**

[See Pages 6-10]

Proposed Motion: It was moved by K. Watt and seconded by J. Mishler to accept the Bills for Payment and Financial Statements as presented.

Roll: President A. Brandon - aye • VP J. Mishler - aye • Secretary M. Hill - aye • Treasurer N. Nenadovich - aye • Trustee K. Watt - aye • Trustee S. Cole - aye

\*Discussion

**Director Report**

[See Page 11-14]

**Old Business**

[See Pages 15]

**Scheduling of Friends Memo Sub-committee Meeting****New Business**

[See Page 16-17]

**Staff and Board Training Information**

Proposed Motion: It was moved by J. Mishler and seconded by K. Watt to approve the training suggested by the director, to be mandatory.

Roll: President A. Brandon - aye • VP J. Mishler - aye • Secretary M. Hill - aye • Treasurer N. Nenadovich - aye • Trustee K. Watt - aye • Trustee S. Cole - aye

\*Discussion

**Purchase of new camera system**

\*Rescinded\* Motion: It was moved by J. Mishler and seconded by K. Watt to approve the bid for the new camera system.

Roll: President A. Brandon - aye • VP J. Mishler - aye • Secretary M. Hill - aye • Treasurer N. Nenadovich - aye • Trustee K. Watt - aye • Trustee S. Cole - aye

\*\*Motion rescinded by J. Mishler and second rescinded by K. Watt\*\*

Proposed Motion: It was moved by J. Mishler and seconded by M. Hill to consider other bids for the new camera system, and include itemized quotes.

Roll: President A. Brandon - aye • VP J. Mishler - aye • Secretary M. Hill - aye • Treasurer N. Nenadovich - aye • Trustee K. Watt - aye • Trustee S. Cole - aye

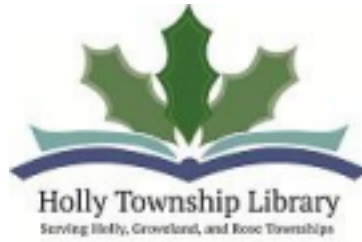
\*Discussion

● **Board Member and Public Comments Adjournment - Non agenda items only** \*\*

\*\* Public comments are limited to the subject matter as shown above. Persons addressing the Board should state their name and address and direct their comments to the President. Comments are limited to 4 minutes.

**Adjournment at 7:23pm.**

Proposed Motion: There is no further business and the meeting is adjourned at 7:23pm.



**Holly Township Library Board Agenda  
Regular Meeting - January 26, 2024 7:00 PM**

- **Roll Call**
- **Approval of November Meeting Minutes** **2**
- **Public Comments - Agenda and Non Agenda Items**  

Public comments are limited to the subject matter as shown above. Persons addressing the Board should state their name and address and direct their comments to the President. Comments are limited to 4 minutes.
- **Presentation - Library Design**
- **Bills for Payment**
  - Bills to pay** **6**
  - Financial Statements**
  - Ramp** **7**
  - Checking account register -November 2023** **9**
- **Director & President Report** **10**
- **Old Business:**
  - **Friends Agreement**
  - **Video Camera System**
  - **Strategic Plan**
  - **2024 Library Calendar**
- **New Business**
  1. **Appointment of Library Attorney**
  2. **Discuss employee and director reviews by external audit companies.**
  3. **Hire external HR**
- **Board Member and Public Comments Adjournment - Non agenda items only \*\***

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**Holly Township Library Board Agenda**

Next Board Meeting - February 24 , 2024 7:00PM

**Regular Meeting - January 30, 2024 - 7:00 PM**

**Call to Order at 7:03 pm.**

**Roll call**

President A. Brandon - here  
Vice President J. Mishler - here  
Secretary M. Hill - here  
Treasurer N. Nenadovich - here  
Trustee K. Watt - excused absence  
Trustee S. Cole - here

**Staff/Guests**

Greg Hayes  
Jessica Riddle  
Adrienne Koln  
Ben Spencer

**Approval of Absences and Tardies**

Proposed Motion: It was moved by A. Brandon and seconded by S. Cole to excuse trustee K. Watt's absence and J. Mishler being approximately 15 minutes late.

Roll: President A. Brandon - aye • VP J. Mishler - absent (for this vote) • Secretary M. Hill - aye • Treasurer N. Nenadovich - aye • Trustee K. Watt - absent • Trustee S. Cole - aye

\*Discussion

**Approval of December Regular Meeting Minutes**

[See Pages 2-4]

Proposed Motion: It was moved by N. Nenadovich and seconded by S. Cole to accept the previous regular meeting minutes.

Roll: President A. Brandon - aye • VP J. Mishler - absent (for this vote) • Secretary M. Hill - aye • Treasurer N. Nenadovich - aye • Trustee K. Watt - absent • Trustee S. Cole - aye

\*Discussion

**Public Comments - Agenda Items only** Public comments are limited to the subject matter as shown above.

Persons addressing the Board should state their name and address and direct their comments to the President.  
Comments are limited to 4 minutes

### **Election of Officers 2024 (no enclosure)**

[See Pages 5]

Proposed Motion: It was moved by A. Brandon and seconded by N. Nenadovich to move the election of officers to after old business.

Roll: President A. Brandon - aye • VP J. Mishler - absent (for this vote) • Secretary M. Hill - aye • Treasurer N. Nenadovich - aye • Trustee K. Watt - absent • Trustee S. Cole - aye

\*Discussion

### **Bills for Payment/Financial Statements:**

[See Pages 6-10]

Proposed Motion: It was moved by M. Hill and seconded by S. Cole to accept the Bills for Payment and Financial Statements as presented.

Roll: President A. Brandon - aye • VP J. Mishler - absent (for this vote) • Secretary M. Hill - aye • Treasurer N. Nenadovich - aye • Trustee K. Watt - absent • Trustee S. Cole - aye

\*Discussion

### **Director Report**

[See Page 11-13]

Proposed Motion: It was moved by A. Brandon and seconded by S. Cole, that by the framework laid out that the director should begin gathering bids for architectural remodeling or repurposing of the library.

Roll: President A. Brandon - aye • VP J. Mishler - aye • Secretary M. Hill - aye • Treasurer N. Nenadovich - aye • Trustee K. Watt - absent • Trustee S. Cole - aye

\*Discussion

### **Old Business**

[See Pages 14-18]

### **Friends Agreement 14**

Proposed Motion: It was moved by M. Hill and seconded by S. Cole that the “Memorandum of Understanding” be sent to the Friends of the Library for review with the following change to line item number 4 under “The Friends Agree” section to say **“The Friends agree to reduce their collection by 50% to be reassessed in January 2025”** to replace “That the library is willing to offer them 600 square feet in the basement year round.”

Roll: President A. Brandon - aye • VP J. Mishler - nay • Secretary M. Hill - aye • Treasurer N. Nenadovich - aye • Trustee K. Watt - absent • Trustee S. Cole - aye

\*Discussion

### **Video Camera System 17**

\*Note: The director is going to ask EPS for an updated quote to include 10 cameras and the service agreement to more closely match our needs and the quote given by Sonitrol.

### **Strategic Plan**

#### **New Business**

[See Page 19-20]

#### **Election of Officers 2024 (no enclosure)**

[See Pages 5]

Proposed Motion: It was moved by N. Nenadovich and seconded by S. Cole to elect April Brandon as President of the Board.

Roll: President A. Brandon - aye • VP J. Mishler - aye • Secretary M. Hill - aye • Treasurer N. Nenadovich - aye • Trustee K. Watt - absent • Trustee S. Cole - aye

Proposed Motion: It was moved by S. Cole and seconded by J. Mishler to elect N. Nenadovich as Treasurer of the Board.

Roll: President A. Brandon - aye • VP J. Mishler - aye • Secretary M. Hill - aye • Treasurer N. Nenadovich - aye • Trustee K. Watt - absent • Trustee S. Cole - aye

Proposed Motion: It was moved by M. Hill and seconded by A. Brandon to elect J. Mishler as Vice President of the Board.

Roll: President A. Brandon - aye • VP J. Mishler - aye • Secretary M. Hill - aye • Treasurer N. Nenadovich - aye • Trustee K. Watt - absent • Trustee S. Cole - aye



Proposed Motion: It was moved by S. Cole and seconded by J. Mishler to elect M. Hill as Secretary of the Board.

Roll: President A. Brandon - aye • VP J. Mishler - aye • Secretary M. Hill - aye • Treasurer N. Nenadovich - aye • Trustee K. Watt - absent • Trustee S. Cole - aye

### **2024 Library Calendar**

\*Note: Corrections or Adjustments to be made: Board meeting on May: 5/20, Board Meeting on June 6/24 (highlight issue), Boarding Meeting on July 7/22 (highlight issue), and Library Closed on 12/31

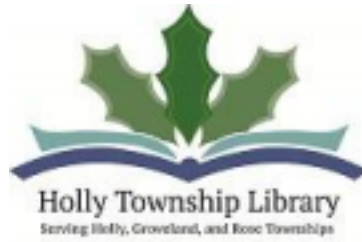
### **Discussion - Village to City (No enclosure)**

#### **• Board Member and Public Comments Adjournment - Non agenda items only \*\***

\*\* Public comments are limited to the subject matter as shown above. Persons addressing the Board should state their name and address and direct their comments to the President. Comments are limited to 4 minutes.

### **Adjournment at 8:22 pm.**

Proposed Motion: There is no further business and the meeting is adjourned at 8:22 pm.



**Holly Township Library Board Agenda  
Regular Meeting - March 25, 2024 7:00 PM**

- **Roll Call**
- **Approval of February Meeting Minutes**
- **Public Comments - Agenda and Non Agenda Items**

Public comments are limited to the subject matter as shown above. Persons addressing the Board should state their name and address and direct their comments to the President. Comments are limited to 4 minutes.

- **Presentation - Dan Whisler**
- **Bills for Payment**

Bills to pay	5
Ramp	6
Checking account register -Feb 2024	7

- **Director & President Report** 9/15
- **Old Business:**
  - **Friends Agreement** 18
- **New Business** 21
  - Set meeting time for Budget Review**
- **Board Member and Public Comments Adjournment - Non agenda items only \*\***

\*\* Public comments are limited to the subject matter as shown above. Persons addressing the Board should state their name and address and direct their comments to the President. Comments are limited to 4 minutes.

**Holly Township Library Board Agenda  
Regular Meeting - February 26, 2024 - 7:00 PM**

**Call to Order at 7:03 pm.**

**Roll call**

President A. Brandon - here  
Vice President J. Mishler - here  
Secretary M. Hill - here  
Treasurer N. Nenadovich - here  
Trustee K. Watt - here  
Trustee S. Cole - here

**Staff/Guests**

Greg Hayes  
Jessica Riddle  
Tina Russette  
Kyle Haning  
Pat Fenning

**Approval of January Regular Meeting Minutes**

[See Pages 2-5]

Proposed Motion: It was moved by S. Cole and seconded by N. Nenadovich to accept the previous regular meeting minutes.

Roll: President A. Brandon - aye • VP J. Mishler - aye • Secretary M. Hill - aye • Treasurer N. Nenadovich - aye • Trustee K. Watt - aye • Trustee S. Cole - aye

\*Discussion

**Public Comments - Agenda Items only** Public comments are limited to the subject matter as shown above. Persons addressing the Board should state their name and address and direct their comments to the President. Comments are limited to 4 minutes

**Presentation - Library Design**

**Bills for Payment/Financial Statements:**

[See Pages 7-8]

Proposed Motion: It was moved by K. Watt and seconded by N. Nenadovich to accept the Bills for Payment and Financial Statements as presented.

Roll: President A. Brandon - aye • VP J. Mishler - aye • Secretary M. Hill - aye • Treasurer N. Nenadovich - aye • Trustee K. Watt - aye • Trustee S. Cole - aye

\*Discussion

### **Director Report**

[See Page 9-13]

### **Old Business**

[See Pages 14-18]

### **Friends Agreement [15-17]**

#### **Video Camera System [18-21]**

Proposed Motion: It was moved by K. Watt and seconded by S. Cole to accept the quote from Sonitrol in the total amount of \$10,098 for video surveillance with a monthly payment of \$121.00 for 3 years.

Roll: President A. Brandon - aye • VP J. Mishler - aye • Secretary M. Hill - aye • Treasurer N. Nenadovich - aye • Trustee K. Watt - aye • Trustee S. Cole - aye

\*Discussion

### **Library Calendar 2024**

Proposed Motion: It was moved by M. Hill and seconded by K. Watt to accept the Library Calendar for 2024 with the following corrections: Board meeting on May: 5/20, Board Meeting on June 6/24 (highlight issue), Boarding Meeting on July 7/22 (highlight issue), and Library Closed on 12/31.

Roll: President A. Brandon - aye • VP J. Mishler - aye • Secretary M. Hill - aye • Treasurer N. Nenadovich - aye • Trustee K. Watt - aye • Trustee S. Cole - aye

\*Discussion

### **Roll call return from 5 min break:**

Roll: President A. Brandon - here • VP J. Mishler - here • Secretary M. Hill - here • Treasurer N. Nenadovich - here • Trustee K. Watt - here • Trustee S. Cole - here

## **New Business**

[See Page 23-25]

Proposed Motion: It was moved by K. Watt and seconded by N. Nenadovich to approve retaining a library attorney for the 2024-2025 fiscal year as presented.

Roll: President A. Brandon - aye • VP J. Mishler - aye • Secretary M. Hill - aye • Treasurer N. Nenadovich - aye • Trustee K. Watt - aye • Trustee S. Cole - aye

\*Discussion

## **Discuss employee and director reviews by external audit companies**

### **Hire external HR**

Proposed Motion: It was moved by N. Nenadovich and seconded by K. Watt to hire an external HR firm to be available to the library for HR and employee matters.

Roll: President A. Brandon - aye • VP J. Mishler - aye • Secretary M. Hill - aye • Treasurer N. Nenadovich - aye • Trustee K. Watt - aye • Trustee S. Cole - aye

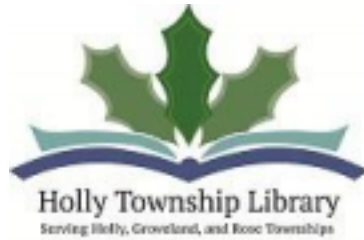
\*Discussion

### **• Board Member and Public Comments Adjournment - Non agenda items only \*\***

\*\* Public comments are limited to the subject matter as shown above. Persons addressing the Board should state their name and address and direct their comments to the President. Comments are limited to 4 minutes.

### **Adjournment at 8:52 pm.**

Proposed Motion: There is no further business and the meeting is adjourned at 8:52 pm.



**Holly Township Library Board Agenda  
Regular Meeting - April 22, 2024 7:00 PM**

- **Roll Call**
- **Approval of March Meeting Minutes**
- **Public Comments - Agenda and Non Agenda Items**  
Public comments are limited to the subject matter as shown above. Persons addressing the Board should state their name and address and direct their comments to the President. Comments are limited to 4 minutes.
- **Presentation (Zoom)- Steven Schneemann, MCD**
- **Presentation (in person) - Vince Iafano**
- **Bills for Payment**
- **Presentation (Zoom) - Amanda Spendlove, Foster Swift (approx 8:15PM)**

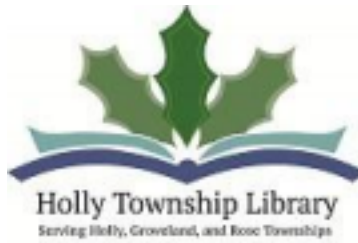
**Bills to pay**

**Ramp**

**Checking account register -March 2024**

- **Director & President Report**
- **Old Business:**
- **New Business**
- **Board Member and Public Comments Adjournment - Non agenda items only \*\***

**\*\* Public comments are limited to the subject matter as shown above. Persons addressing the Board should state their name and address and direct their comments to the President. Comments are limited to 4 minutes.**



**Holly Township Library Board Agenda  
Regular Meeting - March 25, 2024 - 7:00 PM**

**Call to Order at 7:10 pm.**

**Roll call**

President A. Brandon - here  
Vice President J. Mishler - excused absence  
Secretary M. Hill - here  
Treasurer N. Nenadovich - here  
Trustee K. Watt - here  
Trustee S. Cole - excused absence

**Staff/Guests**

Greg Hayes  
Dan Whisler

**Absences**

Proposed Motion: It was moved by A. Brandon and seconded by K. Watt to accept the previous regular meeting minutes.

Roll: President A. Brandon - aye • VP J. Mishler - excused absence • Secretary M. Hill - aye • Treasurer N. Nenadovich - aye • Trustee K. Watt - aye • Trustee S. Cole - excused absence

**Approval of February Regular Meeting Minutes**

[See Pages 2-4]

Proposed Motion: It was moved by K. Watt and seconded by N. Nenadovich to accept the previous regular meeting minutes.

Roll: President A. Brandon - aye • VP J. Mishler - excused absence • Secretary M. Hill - aye • Treasurer N. Nenadovich - aye • Trustee K. Watt - aye • Trustee S. Cole - excused absence

\*Discussion

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## **Presentation - Dan Whisler**

### **5 minute recess - return at 8:41 pm**

Roll call to bring the meeting back to order after a 5 minute break session at 8:41 pm.

Roll: President A. Brandon - aye • VP J. Mishler - excused absence • Secretary M. Hill - aye • Treasurer N. Nenadovich - aye • Trustee K. Watt - aye • Trustee S. Cole - excused absence

### **Bills for Payment/Financial Statements:**

[See Pages 7-8]

Proposed Motion: It was moved by K. Watt and seconded by N. Nenadovich to accept the Bills for Payment and Financial Statements as presented.

Roll: President A. Brandon - aye • VP J. Mishler - excused absence • Secretary M. Hill - aye • Treasurer N. Nenadovich - aye • Trustee K. Watt - aye • Trustee S. Cole - excused absence

\*Discussion

### **Director Report**

[See Page 8-17]

### **Old Business**

[See Pages 18]

### **Friends Agreement**

Proposed Motion: It was moved by K. Watt and seconded by M. Hill to accept the Memorandum of Understanding as presented.

Roll: President A. Brandon - aye • VP J. Mishler - excused absence • Secretary M. Hill - aye • Treasurer N. Nenadovich - aye • Trustee K. Watt - aye • Trustee S. Cole - excused absence

### **New Business**

[See Pages 21]

### **Budget Review Meeting**

The budget review meeting will be on 4/22 at 6:30 pm before the regularly scheduled meeting.

### **• Board Member and Public Comments Adjournment - Non agenda items only \*\***

\*\* Public comments are limited to the subject matter as shown above. Persons addressing the Board should state their name and address and direct their comments to the President. Comments are limited to 4 minutes.

**Adjournment at 9:20 pm.**



Proposed Motion: There is no further business and the meeting is adjourned at 9:20 pm.