

District Library Board Meeting Minutes

January 5, 2026

Members Present- Lauren Marion, Whitney Peters, Emily McPhail, Debbie Rickman and Kelly Zielinski

Absent- Sue Petitpren and Jennifer Kile

Guests- Ruth Kulman, Shirley Wood and Toni Loutzenhiser

Meeting called to order at 6:00pm with the pledge.

Approval of minutes- Whitney made a motion to approve the December 1, 2025 minutes with the correction of adding the swearing in of Emily and Jennifer by Julie, Seconded by Emily. All in favor, motion for December 1, 2025 minutes passed.

Pay the Bills- Debbie motioned to pay the January bills, seconded by Lauren. All in favor, motion carried to pay the bills passed.

Treasurer's Report-

- In November we had a balance of \$98,261.05. In December we had an ending balance of \$88,087.87.

- Alex Bartle proposed amount for lighting:
 - Option A:
 - Retrofit existing 4' fixtures to accept LED lamps
 - Provide & Install (16) 4' LED ballast bypass lamps
 - Labor & Material – \$510
 - Option B:
 - Remove 2x4 fixtures and replace 1 for 1 (4 total) with new 2x4 LED fixture
 - Rework power coming down to new lights
 - Labor & Material – \$780

- Kelly made a motion to approve Alex Bartle to complete the basement lighting installation in the first room off the the front entrance stairway for a cost of \$780. The motion was seconded by Whitney. All in favor, the motion passed.

- Debbie made a motion to approve up to \$500 for D&M to come and install internet cables in the basement, Seconded by Kelly. All in favor, motion passed.
- Brown City District Library: Investment Policy
 - Lauren made a motion to approve the Investment Policy, seconded by Emily. All in favor, motion carried.

Librarian Report-

- Sent a federal application for a 501 3c expected to arrive in 2-4 weeks.
- Parking lot barriers
- December 5th Christmas tree lighting: Stevens Puppet Show was a no show.
- December 5 and 6th Christmas Wreaths
- December 9th: String Beans Sing Along Christmas Songs – 20 patrons despite the terrible weather. The teens raised \$85 that went into purchasing an escape room kit.
- December 17th: 30 gingerbread houses were decorated.
- December 30th – puzzle bracelets key chain – 16 people, 4 teams
- Basement small project: Demolition and junk removed on Dec. 12th and 19th for \$2,400.
- Front sign: Called Mid Thumb Signs and they quoted us \$1,871.70. Sign Image, INC. quoted us \$1,802.00. We are going to get a quote from Charlisa at Laser Impressions.
- Bob Heating: has scheduled to change filters
- Toddler program: took a 2 week break from toddler program, it starts back up tomorrow!
- Wednesday: 4h group started meeting on Wednesday mornings: activities include archery, a trip to honey bee farm, penny walk, snowflakes from paper bags, lesson on agriculture and making playdough with products grown in Michigan. Went Christmas caroling to a local assisted living home, came back to the library to have hot cocoa and cookies

Wish List:

- Sign for Mural
- Swank Movie License
- Podium

2026 Meeting Dates:

- Monday, February 2nd
- Monday, March 2nd
- Tuesday, April 7th
- Monday, May 4th
- Monday, June 1st

- Tuesday, July 7th
- Monday, August 3rd
- Monday, September 8th
- Monday, October 5th
- Monday, November 2nd
- Tuesday, December 1st

Public Comments and Questions: NA

Next meeting is Monday, February 2nd at 6:00pm

Lauren made a motion to adjourn at 6:47pm and Whitney seconded. All in favor, motion passed to adjourn.

Respectively submitted by Lauren Marion