

# District Library Board Meeting Minutes

September 3, 2024

**Members Present-** Shawn Wheeler, Lauren Marion, Melanie Robison, Toni Loutzenhiser, Whitney Peters, Debbie Rickman, Kelly Zielinski

**Guests-** Library director Ruth Kulman, Shirley Wood, Mayor Julie Miller, Chris Lee

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

**Approval of minutes-** Toni made a motion to approve the August 5th minutes as corrected by removing Whitney Peters being appointed, seconded by Melanie. All in favor. Motion for August 5th minutes passed with the proper correction made.

**Pay the Bills-** Shawn motioned to pay the bills, seconded by Kelly. All in favor, motion carried to pay the bills passed.

## **Treasurer's Report-**

- In June we had a balance of \$82,020.04. In July we had a balance of \$88,276.27.

## **Librarian Report-**

- Payroll policies: Lunch time/paid holidays/vacation/next year – for every 30 hours accumulative 1 day of paid sick leave (up to 72 hours)
- August 19th the Story Commotion on the Ocean was placed in the frames with the help from Boy Scout Troop. Story Walk on August 22nd at 6:00pm. Many businesses were involved: Great Start Cooperative, Brown City Park Board, Chamber of Commerce, BC School, BC Boy Scout Troop, Tri-County Bank, Kohler Propane, Tear Drop Junction, Methodist Church, Rose Ruthenburg.
- Book Sale: August 1st -10th – Books sold before sale \$650.00 about \$700 were sold during the sale. Would like to plan this each year at the same time and have the on going sale continue.
- HarLee Leasher stopped by and asked if her group could meet here on Wednesdays at 7:00am for a Bible study.
  - Toni made a motion to approve HarLee and her small group to have a Bible Study, Lauren seconded. All in favor, motion passed.
- Called in a plumber to investigate a bad smell. Smell could have been from a number of things. R and B Plumbing found a number of issues that need to be addressed.

- IT – Mark is working on our website. New address [www.browncitylibrary.com](http://www.browncitylibrary.com). The old minutes were added.
- August 16th and 17th — Mitch came to clean and prime the panels around the library. Stephanie will begin next week on the mural and she said it will take 6 weeks.
- We need to come up with a working plan of fundraising putting money aside in a capital gains account, and then go looking for grants that will help subsidize the cost.
- The Sanilac Co Community Foundation has a grant that is due Nov 1st – If we give Ethan ideas of what we would like he offered to help write it. We discussed that it would be nice to fulfill our wish list.
- We need to ask Mark and Dalton about our Facebook.

Chris Lee is interested in donating or setting up a table if we do another story walk event. In the future, we can email her to let her know about future events she could potentially help with.

October 19th: Fall Festival: tbd

October 31st: Trunk or Treat on main street: Set up 3:30pm

Dec 6th - Tree Lighting around 6:00 pm

Next meeting will be changed from October 7th to October 8th at 6pm

Melanie made a motion to adjourn at 7:12 pm and Shawn seconded. All in favor. Motion passed to adjourn.

Respectively submitted by Lauren Marion