

Holly Township Library Board

Board Minutes

January 8, 2019

- **Call to order:** Board President Mr. Glen Mitchell called the meeting to order at 7:30.
- **Roll Call:** Present: Mr. Glen Mitchell, Dr. Jubar, Dr. Hejhal, and Mr. Greg Semrau. Director Tara Kanon. Absent: Mr. Grossman and Mr. Clark
- **Approval of minutes:** Motion by Dr. Jubar and seconded by Mr. Semrau to approve. Minutes were approved by voice vote.
- **Bills for Payment:** Director Kanon explained that there were two bills, one from Baker & Taylor and the other from Ingram that have not yet been received. Both bills will be paid when they arrive. Motion to approve bills to be paid made by Mr. Semrau and seconded by Dr. Jubar. Motion carried by voice vote.
- **Financial Statement:** Dr. Hejhal moved for approval and seconded by Dr. Jubar. Motion carried by voice vote.
- **Directors Report:** Report presented by Director Kanon. Detailed copy available by request.

Old Business:

Bank Statement Reconciliation was Present and approved by voice vote. Motion made by Dr. Jubar and Second by Dr. Hejhal for approval.

Audit Update: Still in process. A new auditor has taken after the auditor that began the audit changed jobs. The audit is still being handled by Lewis & Knopf.

New Business:

Election of officers: Chairman, Mr. Glen Mitchell; Vice Chairman, Mr. Grossman; Secretary, Mr. Greg Semrau; Treasure, Dr. Jay Jubar, Trustees, Dr. Hejhal and Mr. Jim Clark.

Review of bylaws and polices. Approval by voice vote. Motion by Dr. Jubar and second by Dr. Hejhal.

- **Directors Search**

Nine candidates have applied for the position. After review of resumes and with Director Kanon's input four candidates were chosen for interview.

Gregory Hayes

Antonio Dustin

Ellen Pitcher

Terry Koyl

Director Kanon will set up appointments for interviews by the board on Friday January 18 and Saturday January 19.

Director Kanon will request that MMLC conduct the reference checks.

- **Director Kanon suggested the in the event there was a long gap in the time she is scheduled to leave that our Director of Adult Services Manager, Tina Russette by interim library director. Motion by Dr. Jubar and second by Dr. Hejhal that this be approved. Carried 3 to 1 vote.**

Adult Service Manager was present for our meeting.

Adjournment: 9:01

Next Meeting February 12, 2019

Holly Township Board

Board Minutes

Special Board Meeting

January 18, 2019

1. Call to Order: Board President Mr. Glen Mitchell called the meeting to order at 5:00PM.
2. Roll Call: Present: Mr. Mitchell, Dr. Jubar, Dr. Hejal, Mr. Semrau, Mr. Grossman, Mr. Clark. Absent: None
3. The Board moved to begin the interview process for the first candidate, Gregory Hayes.
4. Mr. Hayes was presented to the Board by President Mitchell.
5. The candidate was interviewed by the Board for approximately one hour and then left.
6. The Board had a general discussion about the candidate and moved to adjourn until Saturday January 19.

Adjournment 6:15PM

Next Meeting: Special Meeting January 19, 2019 at 10:45AM

Holly Township Board

Board Minutes

Special Board Meeting

January 19, 2019

7. Call to Order: Board President Mr. Glen Mitchell called the meeting to order at 10:45AM.
8. Roll Call: Present: Mr. Mitchell, Dr. Jubar, Dr. Hejal, Mr. Semrau, Mr. Grossman, Mr. Clark. Absent: None
9. The Board moved to begin the interview process for the next candidate, Terri Koyl.
10. Ms. Koyl was presented to the Board by President Mitchell.
11. The candidate was interviewed by the Board for approximately one hour and then left.
12. The Board had a general discussion about the candidate and moved to recess until 1:00PM
13. The Board moved to begin the interview process for the next candidate, Diane Santia.
14. Ms. Santia was presented to the Board by President Mitchell.
15. The candidate was interviewed by the Board for approximately one hour and then departed.
16. The Board had a general discussion about the candidate and moved to recess until 2:45PM
17. The Board moved to begin the interview process for the last candidate, Antonia Dauster.
18. Ms. Dauster was presented to the Board by President Mitchell.
19. The candidate was interviewed by the Board for approximately one hour and then left.
20. The Board had a general discussion about the candidate and moved to adjourn.

Adjournment 4:30PM

Next Meeting: February 11, 2019 at 7:30PM

Township Library Board Minutes

Feb. 12, 2019

7:30 pm

- Meeting Called to order by Chairman Mitchell at 7:30 PM
- Roll Call:

Members Present: Dr. Jay Jubar, Mr. Jim Clark, Chairman Mitchell, Dr. Margaret Hejhal, Director Gregory Hayes

Motion was made by Mr. Clark and supported by Dr. Jubar to excuse board members Greg Semrau. Motion carried by voice vote.

- Minutes:

Minutes from the Jan. 2019 board meeting were presented and approved after an addition was made. At the suggestion of Director Kanon, Tina Russette was approved by the board to act as interim director until a permanent director could be hired to work full time. Mr. Clark made the motion and it was supported by Dr. Jubar. Motion carried by voice vote.

- Bills for payment:

A written copy of Bills for payment was presented. Dr. Hejhal moved we accept the report as written and Mr. Clark seconded the motion. Motion carried by voice vote.

- Financial Statements:

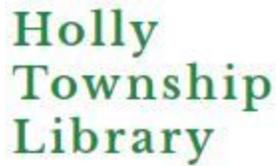
A financial statement was present for the past month's expenses.

Director Hayes informed the board that a representative from the auditing firm will be meeting with the board in March.

Mr. Clark moved we accept the financial statement as present. Mr. Clark seconded the motion. Financial Statement report motion passed by voice vote.

- Director's Report: Director Hayes presented the director's report for the time he has been employed. Since that time the board has received a weekly up date of all activities at the library. Detailed copies available upon request.
- Old Business:
 - Mr. Gregory Hayes was welcomed as out new full-time library director.
 - Audit Update: The board will meet the new auditor at the next regular mtg.
 - Technology: Director Hayes has suggested the web site be revisited and he will present a suggested detailed plan at next months meetings.
- New Business:
 - Building: Concern about lighting outside of the building was expressed. Director Hayes will investigate the cost of updating the lighting. Reporting to the board next month.
 - Library Closing: Due to the inclement weather the director had closed the library several days. One of his criteria to close was that the schools were closed. Discussion by board members was that schools close because they have to drive busses down slippery country roads. This is not a condition the library needs to deal with. Further discussion was that many of our patrons walk to the library and often the library is a type of "haven" for patrons. Director Hayes's concern was that it may not be safe for his staff to get to work due to road conditions. It was felt by board members that if any staff could get to the library, to open it, it should be open.
- Public Comment-none
- Adjournment

Next Regular Meeting will be March 12, 2019



Holly Township Library Board

Agenda

March 12, 2019

7:30 PM

1. Call to Order
2. Roll Call and introduction of guests
3. Approval of Minutes from February 12 Meeting (**Action Item**)
4. Bills for Payment (**Action Item**)
5. Presentation of Audit Results from Lewis & Knopf
6. Director's Report
 - A. Financial Statements
 - B. Statistical Report
 - C. State of the Library
7. Old Business
 - A. Exterior Lighting Update
 - B. Selection of Email Provider
8. New Business
 - A. First Reading Financial Procedures Handbook
 - B. FOIA Policies and Forms
9. Board Reports
10. Public Comments
11. Adjournment

Note: Please contact Gregory Hayes - Director, at (248) 634-1754 if you need accommodations to attend the meeting.

Minutes of February 12 Meeting

Township Library Board Minutes

Feb. 12, 2019

7:30 pm

- Meeting Called to order by Chairman Mitchell at 7:30 PM
- Roll Call:
Members Present: Dr. Jay Jubar, Mr. Jim Clark, Chairman Mitchell, Dr. Margaret Hejhal, Director Gregory Hayes

Motion was made by Mr. Clark and supported by Dr. Jubar to excuse board members Greg Semrau. Motion carried by voice vote.

- **Minutes:**

Minutes from the Jan. 2019 board meeting were presented and approved after an addition was made. At the suggestion of Director Kanon, Tina Russette was approved by the board to act as interim director until a permanent director could be hired to work full time. Mr. Clark made the motion and it was supported by Dr. Jubar. Motion carried by voice vote.

- **Bills for payment:**

A written copy of Bills for payment was presented. Dr. Hejhal moved we accept the report as written and Mr. Clark seconded the motion. Motion carried by voice vote.

- **Financial Statements:**

A financial statement was present for the past month's expenses. Director Hayes informed the board that a representative from the auditing firm will be meeting with the board in March. Mr. Clark moved we accept the financial statement as present. Mr. Clark seconded the motion. Financial Statement report motion passed by voice vote.

Director's Report:

Director Hayes presented the director's report for the time he has been employed. Since that time the board has received a weekly up date of all activities at the library. Detailed copies available upon request.

Old Business:

Mr. Gregory Hayes was welcomed as our new full-time library director. Audit Update: The board will meet the new auditor at the next regular mtg. Technology: Director Hayes has suggested the web site be revisited and he will present a suggested detailed plan at next months meetings.

New Business:

Building: Concern about lighting outside of the building was expressed. Director Hayes will investigate the cost of updating the lighting. Reporting to the board next month.

Library Closing: Due to the inclement weather the director had closed the library several days. One of his criteria to close was that the schools were closed. Discussion by board members was that schools close because they have to drive busses down slippery country roads. This is not a condition the library needs to deal with. Further discussion was that many of our patrons walk to the library and often the library is a type of "haven" for patrons. Director Hayes's concern was that it may not be safe for his staff to get to work due to road conditions. It was felt by board members that if any staff could get to the library, to open it, it should be open.

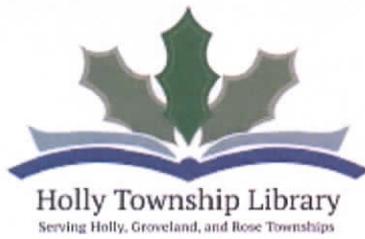
Public Comments - none

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Adjournment - The meeting was adjourned at 8:35 PM

Next Regular Meeting will be March 12, 2019





Holly Township Library Board

Agenda

Regular Meeting

May 14, 2019

7:30 PM

- **Roll Call**

- **Minutes of Regular and Budget Meetings - April**

- **Bills for Payment**

- **Financial Statements**

- **Director Report**

- **Old Business**
 - A. **Final Reading - Meeting Room Policy**
 - B. **Resolution 2019 - 2020:01**

- **New Business**
 - A. **Proposed Summer Reading Program Allocation**

- **Public Comments**

- **Adjournment**

Holly Township Library Board Minutes

April 9, 2019

7:30 PM

Meeting called to order by Chairman Mitchell at 7:30 P.M

Roll Call:

Members Present: Dr. Jay Jubar, Mr. Jim Clark, Chairman Mitchell, Mr. Charles Grossman, Mr. Greg Semrau, Director Gregory Hayes.

Motion was made by Mr. Grossman and supported by Mr. Clark to excuse member Dr. Margaret Hejhal. Motion carried by voice vote.

Minutes:

Minutes from the March board meeting were presented and approved. Mr. Grossman made the motion and it was supported by Dr. Jubar. Motion carried by voice vote.

Bills for Payment:

A written copy of the bills for payment was presented. Mr. Grossman moved we accept the report as written and Mr. Clark seconded the motion. Motion carried by voice vote.

Financial Statements:

A financial statement was presented for the last month's expenses. Mr. Clark moved that we accept the financial statement as presented. Dr. Jubar seconded the motion. Motion carried by voice vote.

Director's Report:

Director Hayes presented the director's report. It was noted that there were 2 different textured surfaces on the new counter and that the book cart does not fit under the counter. Director Hayes is going to ask that either these items be corrected or there be a reduction in price. Detailed copies are available upon request.

Old Business:

It was moved by Mr. Grossman and seconded by Dr. Jubar that the financial procedure presented at the March meeting be approved and the motion was seconded by Dr. Jubar. Motion carried by voice vote.

A proposed policy for the conference room was presented and it was agreed that limitations on time usage of the room should be at the sole discretion of the library and that all users for non-library program events would pay a fee of \$25 per 2 hours to schedule the meeting room. It was agreed to have the have the proposed policy with above revisions presented for final approval at the next regular board meeting.

New Business:

Debbie Hernan and Tina Russette gave a presentation on the summer reading program. It was expressed by the board that this is a very important activity especially for the youth. The activity will be well advertised and there will be incentives for participation.

Public Comments - None

Adjournment- Mr. Clark motioned that the meeting be adjourned, and Mr. Semrau seconded the motion. Motion carried by voice vote. The meeting was adjourned at 8:17 PM

The next regularly scheduled board meeting will be on May 14th at 7:30 PM

Holly Township Library Board Budget Meeting Minutes
April 9, 2019
7:00 PM

Meeting called to order by Chairman Mitchell at 7:00 P.M

Roll Call:

Members Present: Dr. Jay Jubar, Mr. Jim Clark, Chairman Mitchell, Mr. Charles Grossman, Mr. Greg Semrau, Director Gregory Hayes.

Motion was made by Mr. Clark and supported by Mr. Grossman to excuse member Dr. Margaret Hejhal. Motion carried by voice vote.

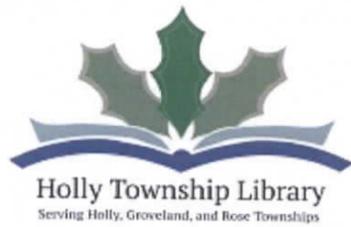
Presentation of Budget:

Director Hayes presented the proposed budget for the 2019-2020 fiscal year. There was discussion as to why the anticipated expenses for 2018-2019 are \$377,000 whereas the budgeted amount was \$389,000. The main contributor to this differential is approximately \$10,000 for salaries.

Mr. Grossman moved we make the initial approval of the proposed budget (formal approval will be at the next regular board meeting), and Mr. Clark seconded the motion. Motion carried by voice vote.

Public Comments: Tina Russette stated that there are many items in the library that need to be replaced, such as the meeting room chairs most of which either are ripped or have stains on them. She also said she would like to see an electronic road sign and that they can be very tasteful. She indicated that comments had been made that passersby may think the library is just a home. Dr. Jubar indicated that he would like to see more color on the walls.

Adjournment: Dr Jubar motioned that the meeting be adjourned, and Mr. Semrau seconded the motion. Motion carried by voice vote. The meeting was adjourned at 7:20 PM.



Holly Township Library Board

Agenda

Regular Meeting

June 11, 2019

7:30 PM

- **Roll Call**

- **Minutes of Regular Meeting - May**

- **Bills for Payment**

- **Financial Statements**

- **Director Report**

- **Old Business**
 - A. **Changing Board Meeting Dates (Attachment)**
 - B. **Bids for Reseal/Restripe of parking lot (Attachment)**

- **New Business**
 - A. **Request from AFLAC (Attachment)**

- **Public Comments**

- **Adjournment**

Next Meeting: July 9, 7:30PM

Unapproved minutes of May 14, 2019 Board meeting

Holly Township Library Board Minutes

May 14, 2019

7:30 PM

Meeting called to order by Chairman Mitchell at 7:30 P.M.

Roll Call:

Members Present: Dr. Margaret Hejhal, Dr. Jay Jubar, Mr. Jim Clark, Chairman Mitchell, Mr. Charles Grossman, Mr. Greg Semrau, Director Gregory Hayes.

Minutes:

Minutes from the Regular April board meeting were presented and approved. Mr. Clark made the motion and it was supported by Mr. Grossman. Motion carried by voice vote. Minutes from the April Budget meeting were presented and approved. Mr. Grossman made the motion and it was supported by Dr. Jubar. Motion carried by voice vote.

Bills for Payment: - ADD AMOUNT IN MINUTES

A written copy of the bills for payment was presented. Mr. Grossman moved we accept the report as written and Mr. Clark seconded the motion. Motion carried by voice vote.

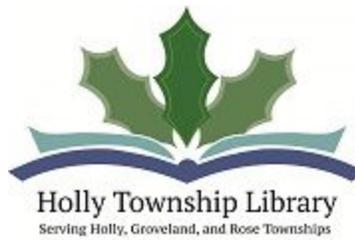
Financial Statements:

A financial statement was presented for the last month's expenses. Dr. Hejhal moved that we accept the financial statement as presented. Dr. Jubar seconded the motion. Motion carried by voice vote.

Director's Report:

Director Hayes presented the director's report. Director Hayes noted that the surface on the new circulation counter would be made uniform of the smooth type and that the book cart would be replaced. He stated it was his opinion that there was no advantage to changing from the MMLC to the TLN cooperatives at this time. Patrons would lose Genesee District Library privileges and the cost would increase from \$8500 to \$25,000/year. It was agreed that Director Hayes would obtain a quote for resurfacing and painting the lines on the parking lot.

Old Business:



**Holly Township Library Board
Agenda
Regular Meeting
July 9, 2019
7:30 PM**

- **Roll Call**

- **Minutes of Regular Meeting - June** **1**

- **Bills for Payment** **3**

- **Financial Statements** **7**

- **Director Report** **14**

- **Old Business**
 - A. **Bids for Reseal/Restripe of parking lot** **15**
 - B. **Changing Board Meeting Date** **18**
 - C. **Staff Insurance research** **19**

- **New Business**
 - A. **Proposal for Annual Audit** **20**

- **Public Comments**

- **Adjournment**

Next Meeting: August 13, 7:30PM

Unapproved minutes of June 2019 Board meeting

Holly Township Library Board Minutes

June 11, 2019

7:30 PM

Meeting called to order by Chairman Mitchell at 7:30 P.M.

Roll Call:

Members Present: Dr. Margaret Hejhal, Dr. Jay Jubar, Mr. Jim Clark, Chairman Mitchell, Mr. Greg Semrau, Director Gregory Hayes. Members Absent: Mr. Charles Grossman.

Minutes:

Minutes from the regular April board meeting were presented and approved. Mr. Clark made the motion and it was supported by Dr Hejhal. Motion carried by voice vote.

Bills for Payment:

A written copy of the bills for payment of \$13,875.90 was presented. Mr. Clark moved we accept the report as written and Mr. Semrau seconded the motion. Motion carried by voice vote.

Financial Statements:

A financial statement was presented for the last month's expenses. Dr. Jubar moved that we accept the financial statement as presented. Mr. Clark seconded the motion. Motion carried by voice vote.

Director's Report:

Director Hayes presented the director's report. Detailed copies are available upon request. Director Hayes noted that the old website will redirect to the new website at the end of June. He also indicated that the LED lighting project should be completed by June 14th.

Old Business:

It was agreed to wait until the July meeting to make any decisions on changing the regular board meeting day. One bid had been received to reseal and restripe the parking lot. It was agreed to wait for more quotes to be received before going forward.



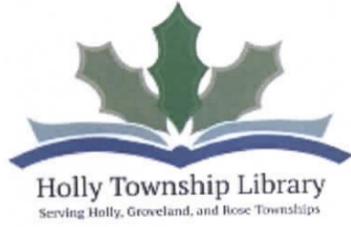
New Business:

Director Hayes was asked to inquire to the MLA on what options we might have for employee group health insurance. A motion was made by Dr. Hejhal and seconded by Dr. Jubar to pay for Director Hayes' expenses for the ALA Conference in Washington, DC, including ticket, hotel, transportation and per diem meals. Motion was carried by voice vote.

Public Comments – Dr. Jubar commented that he liked all the extracurricular activities taking place at the library and seeing them posted on the library website.

Adjournment- Mr. Clark motioned that the meeting be adjourned, and Dr. Hejhal seconded the motion. Motion carried by voice vote. The meeting was adjourned at 8:14 PM.

The next regularly scheduled board meeting will be on July 9th at 7:30 PM.



**Holly Township Library Board Agenda
Regular Meeting - August 13, 2019 7:30 PM**

- **Roll Call**

- **Minutes of Regular Meeting - July**

- **Bills for Payment**

- **Financial Statements**

- **Director Report**

- **Old Business**
 - A. **Bids for Reseal/Restripe of parking lot**
 - B. **Staff Health Insurance Update**
 - C. **Audit**

- **New Business**
 - A. **Accounting Services**
 - B. **Board member for MMLC**
 - C. **Patron Concerns**

- **Public Comments**

- **Adjournment**

Next Meeting: September 17, 7:30PM

Next Meeting: September 17, 7:30PM

Unapproved minutes of July 2019 Board meeting

Holly Township Library Board Minutes

July 9, 2019

7:30 PM

Meeting called to order by Chairman Mitchell at 7:30 P.M.

Roll Call:

Members Present: Dr. Jay Jubar, Mr. Jim Clark, Chairman Mitchell, Mr. Greg Semrau, Director Gregory Hayes. Members Absent: Mr. Charles Grossman, Dr. Margaret Hejhal. Mr. Clark made the motion to excuse the absent members and it was supported by Dr. Jubar. Motion carried by voice vote.

Minutes:

Minutes from the regular June board meeting were presented and approved. Mr. Clark made the motion and it was supported by Dr. Jubar. Motion carried by voice vote.

Bills for Payment:

A written copy of the bills for payment of \$9957.62 was presented. Mr. Clark moved we accept the report as written and Mr. Semrau seconded the motion. Motion carried by voice vote.

Financial Statements:

A financial statement was presented for the last month's expenses. Mr. Clark moved that we accept the financial statement as presented. Dr. Jubar seconded the motion. Motion carried by voice vote.

Director's Report:

Director Hayes presented the director's report. Detailed copies are available upon request. Director Hayes made 3 recommendations. First, that the library conduct a public survey particularly to determine the interests of teens. It was agreed that Director Hayes and Dr. Jubar would present a sample survey at the next regular meeting. Secondly, that the library consider showing movies inside the library, which can be done for \$400-500/month. It was agreed that Director Hayes should investigate coordination with whatever group is showing movies in Battle

Alley/Karl Richter. Thirdly, that the library investigate lower cost alternatives for the annual audit.

Old Business:

Resealing and restriping the parking lot was discussed. It was agreed that Director Hayes would inquire of the contractors their ability to perform the work in a way that would be the least disruptive of library operations. A motion was made by Dr. Jubar to change the day of the regular board meetings to the third Tuesday of the month starting September. 17. The motion was seconded by Mr. Clark. Motion carried by voice vote. Insurance benefits for the library employees was discussed and it was agreed that Director Hayes would continue to investigate this including HRA's.

New Business:

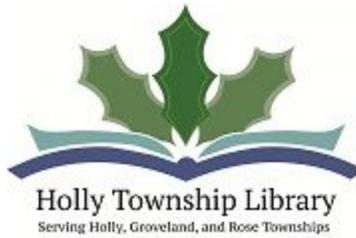
The annual audit was discussed. It was agreed that Director Hayes would research the criteria/requirements for an entity to perform this audit.

Public Comments – Dr. Jubar commented that the teen area should be made more modern with charging stations and wi-fi to give them an incentive to come in. Perhaps use modular furniture.

Mr. Semrau asked if it would be feasible for the library to deliver books to shut-ins. Director Hayes agreed to investigate if the library could partner with another activity to do this.

Adjournment- Mr. Clark motioned that the meeting be adjourned, and Dr. Jubar seconded the motion. Motion carried by voice vote. The meeting was adjourned at 8:19 PM.

The next regularly scheduled board meeting will be on August 13th at 7:30 PM.



**Holly Township Library Board Agenda
Regular Meeting - September 17, 2019 7:30 PM**

- **Roll Call**

- **Minutes of Regular Meeting - August**

- **Bills for Payment (will be available at the meeting)**

- **Financial Statements**

- **Director Report**

- **Old Business**
 - A. **Staff Health Insurance Update**

- **New Business**
 - A. **2020 Library Calendar**

- **Public Comments**

- **Adjournment**

Next Meeting: October 15, 7:30PM

Holly Township Library Board Minutes

August 13, 2019

7:30 PM

Meeting called to order by Chairman Mitchell at 7:30 P.M.

Roll Call:

Members Present: Dr. Jay Jubar, Dr. Margaret Hejhal, Chairman Mitchell, Mr. Charles Grossman Mr. Greg Semrau, Director Gregory Hayes. Member Absent: Mr. Jim Clark.

Minutes:

Minutes from the regular July board meeting were presented and approved. Dr. Jubar made the motion and it was supported by Mr. Semrau. Motion carried by voice vote. Mr. Semrau noted that a correction was needed in the regular June meeting minutes to indicate that the May meeting minutes were approved rather than the April meeting minutes. Dr. Hejhal made the motion to make this correction. Motion was supported by Mr. Semrau. Motion carried by voice vote.

Bills for Payment:

A written copy of the bills for payment of \$8992.67 was presented. Mr. Grossman moved we accept the report as written and Dr. Hejhal seconded the motion. Motion carried by voice vote.

Financial Statements:

A financial statement was presented for the last month's expenses. Mr. Grossman moved that we accept the financial statement as presented. Dr. Jubar seconded the motion. Motion carried by voice vote.

Director's Report:

Director Hayes presented the director's report. Detailed copies are available upon request. Director Hayes made 2 recommendations. First, that the library approve the contract for audit services from Lewis and Knopf, as it is likely the lowest price we would find. Secondly, that we review the pricing for accounting services for the library. The board indicated that we would like for Director Hayes to create a brief video on the library to be shown at the Holly middle school and high school.

Old Business:

Director Hayes presented bids for resealing and restriping of the parking lot. The board agreed that Director Hayes proceed at his discretion. Library staff health insurance was discussed. It was agreed that Director Hayes would distribute proposals to board members from the broker who provides health insurance to Holly township employees. The annual audit was discussed. Mr. Grossman moved that we approve the contract with Lewis and Knopf. The motion was seconded by Dr. Jubar. Motion carried by voice vote.

New Business:

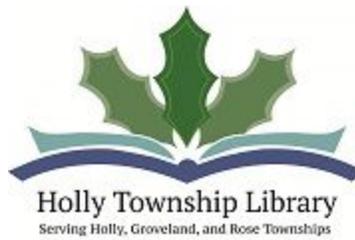


Director Hayes inquired about obtaining accounting services for the library on a regular basis. The board agreed and asked for him to provide bids. The Holly township library board has been asked by the MMLC to provide a representative to their board for a term of 3 years. Dr Jubar volunteered. Dr. Hejhal motioned to approve Dr. Jubar for the position. Mr. Semrau supported the motion. Motion carried by voice vote. Patron concerns received by Director Hayes were discussed. The concerns were acknowledged. No action was taken.

Public Comments – None

Adjournment- Mr. Grossman motioned that the meeting be adjourned, and Dr. Jubar seconded the motion. Motion carried by voice vote. The meeting was adjourned at 8:20 P.M.

The next regularly scheduled board meeting will be on September 17th at 7:30 PM. Future regular board meetings will be held on the third Tuesday of the month.



**Holly Township Library Board Agenda
Regular Meeting - October 15, 2019 7:30 PM**

- **Roll Call**

- **Minutes of Regular Meeting - September**

- **Bills for Payment**

- **Financial Statements**

- **Director Report**

- **Old Business**
 - A. **Patron Survey**
 - B. **2020 Calendar**
 - C. **Staff Health Insurance Update**

- **New Business**
 - A. **Bulk mailing for library promotion**

- **Public Comments**

- **Adjournment**

Next Meeting: November 19, 7:30PM

Unapproved minutes of September 2019 Board meeting

Holly Township Library Board Minutes
September 17, 2019
7:30 PM

Meeting called to order by Chairman Mitchell at 7:34 P.M.

Roll Call:

Members Present: Chairman Mitchell, Dr. Jay Jubar, Mr. Jim Clark, Mr. Charles Grossman, Director Gregory Hayes. Members Absent: Dr. Margaret Hejhal, Mr. Greg Semrau. Both were excused. Due to the absence of Mr. Semrau, Director Hayes volunteered to keep the minutes.

Minutes:

Minutes from the regular August board meeting were presented and approved. Mr. Clark made the motion and it was supported by Mr. Grossman. Motion carried by voice vote.

Bills for Payment:

A written copy of the bills for payment of \$11,533.28 was presented. Mr. Clark moved we accept the report as written and Dr. Jubar seconded the motion. Motion carried by voice vote.

Financial Statements:

A financial statement was presented for the last month's expenses. Dr. Jubar moved that we accept the financial statement as presented. Mr. Grossman seconded the motion. Motion carried by voice vote.

Director's Report:

Director Hayes presented the director's report. Detailed copies are available upon request. He outlined the statistics for the month of August. He also presented to the Board a letter from Pay Systems, our payroll service, that they will be closing their business in 30 days. Hayes further stated that he has ADP processing the current payroll with the possibility of keeping their service or switching to the accounting firm we will be using for pre-audit prep.

Old Business:

Director Hayes presented bids for health insurance from the same vendor that provides insurance for Holly Township. A discussion on the plan was held. Chairman Mitchell offered suggestions on health care cost reimbursement programs. Director Hayes will be meeting with the MLA health insurance provider before the next board meeting and will provide their options.

New Business:

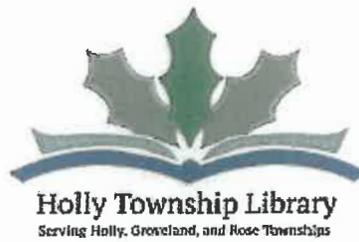
The 2020 calendar was presented for discussion. The Board would like the Director to research community opinions on closing on some federal holidays. The calendar was tabled until our next meeting.

Public Comments – None

Adjournment- Mr. Grossman motioned that the meeting be adjourned, and Dr. Jubar seconded the motion. Motion carried by voice vote. The meeting was adjourned at 8:15 P.M.



The next regularly scheduled board meeting will be on October 15th at 7:30 PM. Future regular board meetings will be held on the third Tuesday of the month.



**Holly Township Library Board Agenda
Regular Meeting - November 19, 2019 7:30 PM**

- **Roll Call**
- **Minutes of Regular Meeting - October**
- **Bills for Payment**
- **Financial Statements**
- **Director Report**
- **Old Business**
 - A. Annual Audit
 - B. Staff Health Insurance Update
- **New Business**
 - A. Remote attendance at Board meetings - Action Item
 - B. Board Attendance Statistics & Per Diem payment approval - Action Item
 - C. Staff annual incentive- Action Item
 - D. Carpet cleaning bids- Action Item
 - E. Technology Grant - Action Item
 - F. Staff Compensation Information Request Item
- **Board Member Comments**
- **Public Comments**
- **Adjournment**

Next Meeting: December 17, 7:30PM

Unapproved minutes of October 2019 Board meeting

Holly Township Library Board Minutes
October 15, 2019
7:30 PM

Meeting called to order by Chairman Mitchell at 7:34 P.M.

Roll Call:

Members Present: Chairman Mitchell, Dr. Jay Jubar, Mr. Jim Clark, Mr. Charles Grossman, Mr. Gregory Semrau, Director Gregory Hayes. Members Absent: Dr. Margaret Hejhal. She was excused.

Minutes:

Minutes from the regular September board meeting were presented and approved by voice vote.

Bills for Payment:

A written copy of the bills for payment of \$4369.21 was presented. Approved by voice vote.

Financial Statements:

A financial statement was presented for the last month's expenses. Approved by voice vote.

Director's Report:

Director Hayes presented the director's report. Detailed copies are available upon request..

Old Business:

Director Hayes updated the Board on health insurance research. A patron survey was discussed. No action taken. The 2020 Library calendar was approved.

New Business:

A bulk mailing to residents was discussed. No action taken..

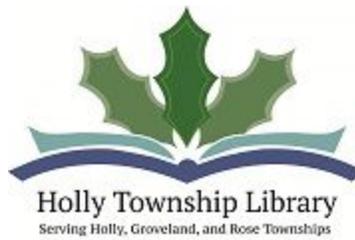
Public Comments –

Gregory Semrau made the following recommendations

- That providing books to shut-ins including veterans and seniors be further investigated.
- That the library consider purchasing a Brother MFC-J6920DW or similar all-in-one printer to unburden the leased printer of copying, scanning and fax use. The one Mr. Semrau has costs a little more than the monthly lease of the present copier/printer and with inexpensive bulk cartridges available online the estimated price per sheet is around 1-2 cents.
- That the library provide on it's website links to known free/inexpensive online fax services. This would fax files such as scanned documents, This would be a great benefit to our patrons

Adjournment- The meeting was adjourned at 8:17 P.M.

The next regularly scheduled board meeting will be on November 19th at 7:30 PM. Future regular board meetings will be held on the third Tuesday of the month.



Holly Township Library Board Agenda
Regular Meeting - December 17, 2019 7:30 PM

- **Roll Call**
- **Minutes of Regular Meeting - November** **2**
- **Bills for Payment** **3**
- **Financial Statements** **8**
- **Director Report** **144**
- **Old Business** **18**
 - A. Board member per diem payment (No enclosure)
 - B. Informational - Adding doors to Reading Room
- **New Business** **21**
 - A. Action item: Approval of 2020 Board Meeting Calendar **21**
 - B. Informational: Millage and election deadlines **23**
- **Board Member Comments**
- **Public Comments**
- **Adjournment**

Next Meeting: January 21, 7:30PM

Holly Township Library Board Minutes
November 19, 2019
7:30 PM

Meeting called to order by Chairman Mitchell at 7:35 P.M.

Roll Call:

Members Present: Chairman Mitchell, Dr. Jay Jubar, Mr. Jim Clark, Mr. Gregory Semrau, Dr. Margaret Hejhal, Director Gregory Hayes. Members Absent: Mr. Charles Grossman.

Visitors: Ashley May, 17195 Fish Lake Road, Holly, MI

Minutes:

Minutes from the regular October board meeting were presented. Motion by Mr. Clark and seconded by Dr. Heihal to approve the minutes as presented. Motion approved unanimously.

Bills for Payment:

The November bills for payment were presented to the Board in the amount of \$8508.09. Approved by voice vote.

Financial Statements:

November financial statements were presented to the Board. Approved by voice vote.

Director's Report:

Director Hayes presented the Director's report. Detailed copies are available upon request. The Board approved his recommendation to close the Library at 5PM on November 25.

Old Business:

Director Hayes updated the Board on the annual audit which went well. A proposal for staff health insurance from National Insurance was provided to the Board. No action taken at this time.

New Business:

The following Board Action Items were approved:

- A. Remote attendance at Board meetings
- B. Board attendance statistics and per diem payment approval
- C. Staff Annual Incentive payments
- D. Carpet cleaning - award of contract to Annie's
- E. Technology grant expenditures

The Board reviewed the staff compensation report as requested by a Board member. No action taken. Dr. Heihal proposed that each staff member receives a gift of a ham or turkey from the Board. Motion was adopted.

Public Comments –

- Ashley May spoke of her desire to serve on the Board. She also related the number of programs she and her family attend.

Adjournment- The meeting was adjourned at 8:41 P.M.

The next regularly scheduled board meeting will be on December 17th at 7:30 PM. Future regular board meetings will be held on the third Tuesday of the month.