

**Holly Township Library Board Agenda  
Regular Meeting - January 21, 2020 7:30 PM**

- **Roll Call**
- **Minutes of Regular Meeting - December 2019** **2**
- **Bills for Payment**
  - Invoices paid prior to Board Meeting** **3**
  - Bills for payment** **8**
- **Financial Statements**
  - Checking Reconciliation** **9**
  - MBS Reconciliation** **10**
  - Monthly Budget Report** **11**
  - Checking account register - December 2019** **14**
  - Huntington Group statement** **16**
  - MBS statement** **17**
- **Director Report** **19**
- **Election of Board Officers** **22**
- **New Business - Director Evaluation** **23**
- **Board Member Comments**
- **Public Comments**
- **Adjournment**

**Next Meeting: February 18 , 7:30PM**

*Unapproved minutes of December 2019 Board meeting*

Holly Township Library Board of Trustees  
Regular Meeting – December 17, 2019

Meeting was called to order at 7:30 PM by Chairman Mitchell.

**Roll Call:** Members in attendance- Dr. Margaret Hejhal, Dr. Jay Jubar, Chairman Mitchell, Mr. Charles Grossman, Mr. Gregory Semrau, Director Gregory Hayes. Member Absent - Mr James Clark. Member of the public in attendance- Ashley May.


Motion by Mr. Grossman supported by Dr. Hejhal to excuse Mr. Clark, motion carried by voice vote.

**Bills for Approval-** bills to be paid for a total of \$4120.02 were submitted for approval. Motion by Mr. Grossman to approve payment as presented, supported by Dr. Jubar. Motion carried by voice vote.

**Financial Statements:** The financial statements were submitted for approval: Motion by Mr. Grossman to approve the statements as presented, supported by Dr. Jubar. Motion carried by voice vote.

**Directors Report:** Director Hayes presented his monthly report. It was noted that the carpet and upholstery had been cleaned for the first time in years. It was recommended that the library close early (5 PM) on the 23<sup>rd</sup> and the 30<sup>th</sup> of December. A quote had been received for the installation of french doors to be used to partition off the adult reading room. Director Hayes indicated he would bring the issue before the board after additional quotes were received.

**Old Business:** Board members were awarded their annual per diem payment checks. Health care benefits for staff were discussed. Dr. Jubar said he would inquire at the next MMLC cooperative meeting what libraries of similar size are doing in this regard.



**New Business:** The 2020 board meeting calendar was corrected and approved. Information was provided on millage and election deadlines.

**Public Comments:** Ashley May inquired about the staff receiving additional monetary compensation around the holidays (in addition to a ham). The board indicated that the staff received an annual incentive cash payment.

**Adjournment:** The meeting was adjourned at 8:15 PM.



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- **Bills for Payment**
  - Invoices paid prior to Board Meeting**
  
  - Bills for payment**
  
- **Financial Statements**
  - Monthly Budget Report**
  
  - Checking account register - January 2020**
  
  - MBS statement**
  
- **Director Report**
  
- **New Business**
  1. **Millage Renewal Language**
  2. **Presentation - Salaries and Benefits Class IV Libraries**
  
- **Board Member and Public Comments**
  
- **Adjournment**

Holly Township Library Board of Trustees

Regular Meeting – January 21, 2020

Meeting was called to order at 7:30 PM by Chairman Mitchell.

**Roll Call:** Members in attendance- Dr. Margaret Hejhal, Dr. Jay Jubar, Chairman Mitchell, Mr. Charles Grossman, Mr. James Clark, Mr. Gregory Semrau, Director Gregory Hayes. Also in attendance was Desiree' Sharland, our intern from the U of M MLIS program.

**Bills for Approval-** bills previously paid of \$2436.40 and to be paid of \$9015.46 were submitted for approval. Motion by Dr. Jubar to approve payment as presented, supported by Mr. Grossman. Motion carried by voice vote.

**Financial Statements:** The financial statements were submitted for approval: Motion by Mr. Clark to approve the statements as presented, supported by Dr. Jubar. Motion carried by voice vote.

**Directors Report:** Director Hayes presented his monthly report. It was noted that there were 1000 computer users in December up 62% from November. Detailed copies of the report are available upon request.

**Election of Board Officers:** Mr. Mitchell was re-elected President. Mr. Grossman was re-elected Vice President, Dr. Jubar was re-elected Treasurer and Mr. Semrau was re-elected Secretary.

**New Business:** Director evaluation- the board decided to forego a formal evaluation and it was expressed that Director Hayes was performing his job satisfactorily.

**Public Comments:** Dr. Hejhal said that she would like to see bags for sale by the library preferably of canvas.

**Adjournment:** Motion to adjourn by Mr. Grossman supported by Dr. Jubar. Motion carried by voice vote. Meeting adjourned at 8:25 PM

Then next regular board meeting will be held on Tuesday, February 18, 2020 at 7:30 PM