

**Holly Township Library Board Agenda
Regular Meeting - January 25, 2021 7:00 PM**

- **Roll Call**
- **Approval of December 2020 Minutes** 2
- **Bills for Payment**
 - Consumers/Visa Statement** 4
 - Invoices paid prior to Board Meeting** 9
 - Bills for payment** 10
- **Financial Statements**
 - Monthly Budget Report** 11
 - Checking account register - December** 15
 - 2020 MBS Statement** 16
 - Ellis Trust Statement** 17
- **Accounting Report - Joyce King, CPA (Via Zoom)**
- **Eric Palmer - Mid East Michigan Library Coop Director**
- **Director Report** 18
- **Old Business**
 - Board Discussion - Programs and Services**
- **New Business**
- **Board Member and Public Comments**
- **Adjournment**

**Holly Township Library Board of Trustees Regular Meeting
December 15, 2020**

Meeting was called to order at 7:38 PM by chairman April Brandon. Roll Call: Members in attendance- Over zoom: Joe Mishler, Adam Freese, Meghan Hill, April Brandon, Kristin Watt, Director Gregory Hayes, Tina. Via phone: Dr. Margaret Hejhal.

Minutes: Minutes for the regular November meeting were presented for approval. April motioned to approve the minutes as presented. Motion carried by voice vote.

Bills for Approval: \$480/month cleaning services.

Kristin moves to revisit if we still need weekly cleanings in a few months, pending how the shut down order proceeds in the future. Meghan seconds. No discussion. Motion carried by voice vote.

Joe moves to approve the bills to be paid. Joe seconds. No discussion. Motion carried by voice vote.

Financial Statements:

Kristin moves to bring the accountant to the next meeting to discuss reconciliation formatting. Joe seconds. No discussion. Motion carried by voice vote.

Directors Report: Director Hayes presented his monthly report. Detailed copies of the report are available upon request Board Information Items/ Decisions: Joe moves to get report from Falk Road investigation. Kristin seconds. No discussion. Motion carried by voice vote.

Old Business: COVID relief money received. Kristin moves to approve old business. Adam seconds. No discussion. Motion carried by voice vote.

New Business: Joe moves to make the meeting 7pm on 3rd Monday of the week. Kristin seconds. No discussion. Motion carried by voice vote.

Joe moves to keep the Library open Saturday, 11/27/2021. Kristin seconds. No discussion. Motion carried by voice vote.

Joe moves to approve the calendar with only the change to Saturday, 11/27/2021. Kristin seconds. No discussion. Motion carried by voice vote.

Kristin moves to add a brainstorming session to regular monthly meetings. Adam seconds. No discussion. Motion carried by voice vote.

Public Comment: none

Adjournment: Margaret moves to end the meeting. Joe seconds. Motion carried by voice vote.
Meeting adjourned at 8:50 PM.



**Holly Township Library Board Agenda
Regular Meeting - February 15, 2021 7:00 PM**

- **Roll Call**
- **Approval of January 2021 Minutes** **2**
- **Bills for Payment**
 - Consumers/Visa Statement** **4**
 - Invoices paid prior to Board Meeting** **7**
 - Bills for payment** **8**
- **Financial Statements**
 - Monthly Budget Report** **9**
 - Checking account register - December 2020** **13**
- **Presentation - Heather Lynn Melton**
- **Director Report** **15**
- **Old Business**
 - Technology Upgrades Proposal** **18**
 - Board Resolution in Honor of Dr. Martin Luther King, Jr.** **20**
 - Board Discussion - Programming** **22**
- **New Business**
 - Memorial Contribution for Thomas O'Neil** **23**
- **Board Member and Public Comments**
- **Adjournment**

Holly Township Library Board of Trustees Regular Meeting –January 25, 2021 Meeting was called to order at 7:35 PM by chairman April Brandon. Roll Call: Members in attendance- Over zoom: Joe Mishler, Adam Freese, Meghan Hill, April Brandon, Kristin Watt, Director Gregory Hayes, Tina, Margaret Hejhal, Eric Palmer, A. C. Alrey, Joyce King.

Minutes: Minutes for the regular December meeting were presented for approval. Margaret asked to fix statements from previous meeting minutes from meeting every 3rd Monday “of the week” to “of the month” April motioned to approve the minutes as presented. Motion carried by voice vote.

Bills for Approval: Joe moves to approve, Adam seconds. No discussion. Motion carried by voice vote.

Kristin moves to approve the bills to be paid - Consumers/Visa Statement. Joe seconds. No discussion. Motion carried by voice vote.

Financial Statements:

Discussion of Financial and Library Fund

Kristin moves to approve the monthly Budget Report & Checking account register to be paid. Joe seconds. No discussion. Motion carried by voice vote. No discussion. Motion carried by voice vote.

Kristin moves to approve the MBS Statement & Ellis Trust Statement. Adam seconds. No discussion. Motion carried by voice vote.

Discussion about Accounting Report by Joyce King, CPA.

Discussion with Eric Palmer the Mid East Michigan Library Coop Director: He informed us of what he does and what he can support the board. Discussion about grants and what we are able to apply for. Discussion on COVID.

Director’s Report: Director Hayes presented his monthly report. Detailed copies of the report are available upon request Board Information Items/ Decisions: No discussion.

Kristin sets a new motion based on the other openings, to delay to the 2/15, leaving it at the discretion of the director based on his report of the number of cases and the proposed number of employees and patrons. Joe seconds. Discussion of restaurants and bars are opening and if that affects the opening of the Library. No further discussion. Motion carried by voice vote.

Old Business: April moves to set a motion to write a resolution to close the library on Martin Luther King Day going forward. Kristin seconds. No discussion. Motion carried by voice vote.

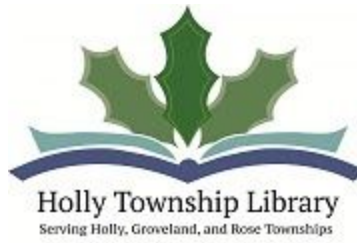
Discussion: Black History Month for February and going forward.

A.C. Alrey to give Greg the contact for library director from Texas about the black history quiz project.

New Business: Adam to make a motion to request pricing for new computers for Tina, Greg (Kate), Debbie, and Michelle, MelCAT. Joe seconds. Discussion of who needs the computers and Adam requested Greg to get pricing for all of these computers updated by the next board meeting. Mr. Palmer notified us of grants that can be used. Confirmed. Motion carried by voice vote.

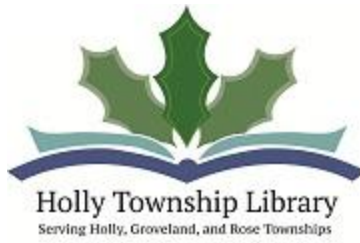
Public Comment: A.C. wanted to make a comment. He informed us of his past involvement with the Co-op, he attended their meetings. He informed us that the meetings are great networking events. He advised us to apply as a person of the board for a scholarship to attend Michigan Association of Libraries national convention. He also told us about Michigan History Day, every year the Michigan Historical Society has all of the middle and high schools do contests that need judges. He will give us more information on this. Greg asked A.C.'s permission to send his contact information to the board and A.C. consented.

Adjournment: Kristin moves to end the meeting. Adam seconds. Motion carried by voice vote. Meeting adjourned at 8:52 PM.



**Holly Township Library Board Agenda
Workshop Meeting - March 04, 2021 7:00 PM**

- **Roll Call**
- **Discussion Item - March Programming** **2**
- **Discussion Item - Social Media Promotion** **6**
- **Discussion Item - Mission and Vision of the Library** **7**
- **Board Member and Public Comments**
- **Adjournment**



**Holly Township Library Board Agenda
Regular Meeting - March 15, 2021 7:00 PM**

- **Roll Call**
- **Approval of February Regular Meeting Minutes** **2**
- **Approval of March Work Session Minutes** **4**
- **Bills for Payment**
 - Consumers/Visa Statement** **6**
 - Invoices paid prior to Board Meeting** **9**
 - Bills for payment** **10**
- **Financial Statements**
 - Monthly Budget Report** **11**
 - Checking account register - February** **15**
 - MBS Statement** **16**
- **Director Report** **18**
- **Old Business**
 - Board Discussion - Mission and Vision Statement** **21**
- **New Business**
- **Board Member and Public Comments**
- **Adjournment**

Holly Township Library Board of Trustees Regular Meeting –February 15, 2021

Meeting was called to order at 7:00 PM by President April Brandon.

Roll Call: Members in attendance- Over zoom: Joe Mishler, Adam Freese, Meghan Hill, April Brandon, Kristin Watt, Director Gregory Hayes, Debbie Harnan, Heather Lyon Melton and Chrissandra Padilla, A.C. Alrey

Minutes: Minutes for the regular January meeting were presented for approval. Kristin motioned to approve the minutes as presented. Motion & carried by voice vote.

Bills for Approval: Kristin asked about ret # 5857 & # 6863 Joe moves to approve, Adam seconds. Discussion asking Greg to get more information on these transactions from Paypal and Ebay. Motion carried by voice vote.

Kristin asks to add discussion of employee salaries during the March meeting before that budget in April.

Financial Statements:

Discussion of Financial and Library Fund

Joe moves to approve the monthly Budget Report & Checking account register to be paid. Kristin seconds. No discussion. Motion carried by voice vote.

Kristin moves to approve the checking account register. Joe seconds. No discussion. Motion carried by voice vote.

Presentation by Heather Lyon Melton and Chrissandra Padilla of No Small Act. Discussion and questions from the board. Kristin makes a motion to authorize Greg to get insurance information to come to the next meeting. Joe Seconds. No further discussion. Motion carried by voice vote.

Director's Report: Director Hayes presented his monthly report. Detailed copies of the report are available upon request Board Information Items/ Decisions: No discussion.

Joe moves to leave the programming meeting to Greg's discretion. Kristin seconds. Discussion about timing of when this meeting will occur. Motion & carried by voice vote.

Joe moves to instate the picture and short biography of the board members idea from Debbie. Kristin seconds. No Discussion. Motion & carried by voice vote.

Joe moves to instate nominations to recognize community members. Meghan seconds. No Discussion. Motion & carried by voice vote.

Technology review for updating presentation by Greg and Adam. Joe moves to approve this review to Greg and Adam up to the amount of the grant. No discussion. Motion carried by voice

vote.

Joe moves to approve the motion to write a resolution to close the library on Martin Luther King Day going forward and publish it. Meghan seconds. Discussion of where this will be published and how. A.C. Alrey adds that we should also publish it to other library committees, libraries, and the previous board members. Motion carried by voice vote.

New Business: Discussion of the Washington programming and programming going forward. Kristin moves to discuss within the board prior if a board member is involved with programming at the Library. Joe seconds. Discussion on conflicts of interest, transparency, and adapting to the new board. Motion carried by voice vote.

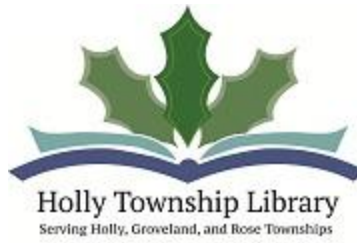
Input from Debbie on how the staff feels with the new board's presence. The staff is excited for more input, but there is concern about making sure the board agrees with the content being put out and we are working to have better communication.

Discussion of how to give a Memorial Contribution for Thomas O'Neil. We will either go through the Friends of the Library or personal donations from the board members as civilians.

Public Comment: A.C. wanted to make a comment. He reminds us of the Luncheon in the Spring. He also told us in April there is a National Day of Jazz Appreciation and recommended that we show this movie, "A Great Day in Harlem."

Adjournment: Joe moves to end the meeting. Meghan seconds. Motion carried by voice vote.

Meeting adjourned at 9:02 PM.



Holly Township Library Board Agenda
Workshop Meeting - April 8, 2021 7:00 PM
Zoom Meeting: <https://zoom.us/j/97666037668>

- **Roll Call**

- **Approval of March Regular Meeting Minutes** **2**

- **Board Discussion Items**
 - May 2021 Programming** **4**
 - COVID-19 Continuing Plan** **7**
 - Upcoming Training Opportunities** **9**

- **Board Member and Public Comments**

- **Adjournment**

Holly Township Library Board Meeting - March 15, 2021 7:01 PM

Roll Call: Director Greg Hayes, Board Members: Meghan Hill, April Brandon, Joe Mishler, Adam Freese, Kristin Watt, Dr. Margaret Hejhal (Left after first few minutes)

Guests: A.C. Alrey

Margaret makes a motion to step down from the board and she recommends that we replace her with A.C. Alrey. Kristin seconds. Joe references the manual. Pending any disapproval and A.C.'s acceptance. Motion is approved.

A.C. Alrey joins late and he accepts to be on the board. Discussion if we need some kind of letter of resignation from Margaret. A.C. clarifies that we need an email resignation from Dr. Hejhal and the meeting minutes. April asked Meghan to send the minutes to Karin Winchester tomorrow.

Kristin moves to approve the minutes for the March with the amendment that Joe will be the liaison to Holly Area Schools, that Adam seconds the motion. This was incorrectly recorded in the previous minutes. Joe seconds. No discussion. Motion carried.

Joe moves to approve the minutes for the regular February minutes. Kristin seconds. No discussion. Motion carried.

Joe moves to approve the consumer's and visa. Kristin seconds. No discussion. Motion carried.

Joe removes motion to approve the consumer's and visa, Kristin removes second. This is to amend the motion as follows:

Joe moves to approve all of the bills for payment. Kristin seconds. No discussion. Motion carried.

Kristin moves to approve the financial statements. Joe seconds. No discussion. Motion carried.

Director Report:

Meghan moves to allow Greg to find someone else to take the minutes instead of the secretary, this can be an employee of the Library, or someone else, if no one volunteers. Joe seconds. No discussion. Motion carried.

Old Business

The board members are to send their feedback for the mission statement through email.

New Business

Joe brings up partnering with cemeteries to have virtual informative sessions to teach people about burials. He also wants to partner with them to research the history of those that are Interred in the cemetery already. He also suggests having a recommendation box. Joe asked how the library gets new books that people are asking for. Greg says that he has never turned down a request for a book. Donations usually go to the Friends of the Library.

Joe moves to add a suggestion box for any suggestion for the Library or book recommendations. Kristin seconds. Kristin discusses some further ideas. Motion carried.

Adam has volunteered to make the box.

Kristin moves to honor Dr. Margaret Hejhal with a Holly Township Library Certificate of Appreciation. Joe seconds. No discussion. Motion carried.

The director will send us an email to set the date for the April workshop meeting.

Kristin motions to adjourn. Joe seconds. Motion carried. Meeting ended at 8:14 pm.



**Holly Township Library Board Agenda
Regular Meeting - April 19, 2021 7:00 PM**

- **Roll Call**
- **Approval of April Workshop Minutes** **2**
- **Bills for Payment**
 - Consumers/Visa Statement** **3**
 - Invoices paid prior to Board Meeting** **7**
 - Bills for payment** **8**
- **Financial Statements**
 - Ellis Trust Statement** **9**
 - MBS Statement** **10**
 - Monthly Budget Report** **12**
 - Checking account register - March 2021** **16**
- **Director Report** **17**
- **Old Business**
 - Landscaping Quotes** **19**
 - May Workshop Meeting Date** **24**
- **New Business**
- **Board Member and Public Comments**
- **Adjournment**

Holly Township Library Board of Trustees Workshop Meeting –April 8 , 2021

Meeting was called to order at 7:04 PM by President April Brandon.

Roll Call: Members in attendance- Over Zoom: Joe Mishler, Adam Freese, Meghan Hill, April Brandon, Kristin Watt, Director Gregory Hayes. Members absent: A.C. Alrey. Staff present via Zoom: Debbie Hernon. Tina Russette

Minutes: Minutes for the regular April meeting were presented for approval. Trustee Mishler motioned to approve the minutes as presented. Motion & carried by voice vote.

Board member A.C. Alrey joined the meeting at 7:14PM

Children's Services Manager Debbie Hernon presented an overview of the remaining programming for April. She also reviewed May programming and will present our Summer Reading Program at the next Board Workshop. Adult and Teen Services Manager Tina Russette presented the remaining April programming and ideas for May. The Autism program was discussed as well as an opportunity for the Library to have a table at the American Legion on May 15th. Board member Kristin Watt would like to see Cinco de Mayo acknowledged by the Library.

The Board then moved to discussion of the impact of COVID on the Library. Director Hayes shared that two staff members have tested positive for COVID and, per regulations, we were forced to close the Library for 10 days. A general discussion followed on what can be done to protect the public and staff.

A consensus was reached thaa the Library would reopen with curbside/lobby service on April 12. The Board then discussed a motion to provide the Director with an action plan and revisit our COVID policies at each meeting.

Motion by Trustee Hill, seconded by Trustee Watt to move the Library to curbside/lobby service with computer reservations lasting only one hour until the next meeting of the Board. Further, the Board directs Mr. Hayes to alter the hours of the Library to achieve the safest working environment for the staff. Motion was approved by the Board.

The meeting was adjourned at 8:48PM



**Holly Township Library Board Agenda
Regular Meeting - May 17, 2021 7:00 PM**

- **Roll Call**
- **Approval of April Regular Minutes, April & May Work Session Minutes** **2**
- **Bills for Payment** **3**
 - Consumers/Visa Statement** **4**
 - Invoices paid prior to Board Meeting** **8**
 - Bills for payment** **9**
- **Financial Statements**
 - Monthly Budget Report** **10**
 - Checking account register - February 2021** **14**
- **Director Report** **15**
- **Old Business**
 - Recertification of votes held during work sessions** **17**
 - A. COVID Relief Stipend for Staff**
 - B. Bid for Landscaping**
 - Approval of 2021-2022 Budget** **19**
- **New Business**
- **Board Member and Public Comments**
- **Adjournment**

Holly Township Library
Special Board Meeting - Budget Hearing
April 19, 2021 6:30PM

The meeting was called to order by President Brandon at 6:32PM

Roll Call: President April Brandon, Secretary Meghan Hill, Trustee A.C. Alrey, Trustee Kristin Watt, Director Gregory Hayes. Absent, Vice President Joseph Mishler, Treasurer Adam Freese.

The Board discussed providing a hazardous duty/COVID payment to the staff.

Treasurer Freese joined the meeting at 6:38PM..

Motion by Brandon, seconded by Watt: To pay each staff member \$1000 for duty during the pandemic with accompanying explanation of the Board's rationale for the payment. Motion unanimously approved.

At the April 19, 2021 Budget Hearing, the Board unanimously voted to give each staff member \$1000 as a COVID Relief Bonus. The Board recognizes that the Staff has continued to work during the pandemic risking their health to serve the patrons of the community. For this, the Board wishes to show their appreciation and to assist the staff financially by distributing these funds.

The Board then moved to discussion of the 2021-2022 budget. Treasurer Freese and President Brandon have reviewed the proposed budget previously and gave their assent to presentation to the Board.

After discussion, a motion by Adam, to bring the budget to the May regular meeting for approval was made. Seconded by Kristin. Motion approved.

Meeting was adjourned at 6:46PM.

Holly Township Library Board Meeting - April 19, 2021

The meeting was called to order at 6:52PM by President Brandon.

Roll Call: Board Members: Meghan Hill, April Brandon, Joe Mishler, Adam Freese, Kristin Watt, Dr. A.C. Alrey Director Greg Hayes Absent: Joseph Mishler

Motion by Kristin, seconded by A.C., to approve the April 8 Workshop minutes. Motion approved.

Motion by Kristin, seconded by Meghan to approve the Bills for Payment. The Board asked what the payment for MML was for and the Director explained that this is the Michigan Municipal League and payment is for insurance and liability protection. A question from Adam about Global Industrial was answered by Greg as they were the vendor for the computer desks. Motion approved.

Motion by Meghan, seconded by Kristin to approve the financial report. Motion approved.

The Director Report was presented. Greg explained the two unexpected repairs; the water heater and the automatic door. He then talked about the current state of COVID both locally and statewide. The Board discussed options for the Library. Motion by Kristin, seconded by A.C. to keep the current Library hours and services as they are and revisit the topic at the next meeting. Motion approved.

The Board discussed the landscaping bids next. After discussion, the Board directed Greg to ask the vendors to revisit their bids to provide a direct comparison and timeline for the Board's consideration.

The date of the next Board workshop was discussed. It was agreed that the meeting will take place on May 6, 2021 via Zoom only.

The Board asked Greg to inquire if any staff members would consider becoming a Notary Public.

Motion to adjourn was made by Kristin, seconded by Adam.

Meeting adjourned at 8:43PM.