

Holly Township Library Board

Minutes

January 9, 2018

7:30 pm

**Call to Order:** In the absence of Mr. Mitchell, Mr. Grossman called the meeting to order at 7:30pm.

**Roll Call:** Present: Mr. Clark, Mr. Grossman, Dr. Jubar, Dr. Hejhal, Mr. Alrey, Director Kanon. Mr. Alrey, seconded by Dr. Hejhal, moved to excuse Mr. Mitchell. Motion was carried.

**Approval of Minutes:** Mr. Clark moved to approve the minutes from the December meeting. Motion seconded by Mr. Alrey. Motion carried.

**Payment of Bills:** \$9,988.86 total payment of bills.

Snow plowing bill from last year had been submitted from Kerton Lumber and the bill was paid.

Mr. Clark, seconded by Dr. Jubar moved approval of payment of bills. Motion carried.

**Director's Report:** Read and approved as presented.

**Old Business:** Director Kanon reported that Rose Twp. and Groveland Twp. fees for using our library have not changed in quite a while. After discussion, the board directed Ms. Kanon to contact the townships and begin discussions to possibly increase their contributions for the use of the Holly Township Library services.

**New Business:**

Election of Officers- Mr. Alrey moved that the officers for next year remain the same. Dr. Jubar seconded the motion. Voice vote, the motion passed.

President: Mr. Mitchell                      Secretary: Dr. Hejhal

V President: Mr. Grossman              Trustees: Mr. Alrey, Mr. Clark

Treasurer: Dr. Jubar

Library Police Review: Director Kanon reported that the Teen Space needed a policy. The board asked her to write a proposal and it will be review at the next regular meeting.

Lucy Summer's memorial: After discussion, the board members were in agreement that they would like to have some kind of memorial honoring Lucy Summers. Director Kanon suggested

that the Library Friends might like to be part of that discussion. Plan was to have Dr. Hejhal attend the next Friend's meeting and open discussion with them on possible joint memorial projects to honor Mrs. Summers.

Mr. Alrey and Dr. Hejhal have joined The Michigan Library Association as board trustees and will be sharing information with the board.

Dr. Hejhal has also joined the American Library Association and the American Christian Library Association.

**Public Comment:** None

**Adjournment:** 8:15

**Next Regular Meeting February 13, 2018**

## Holly Township Library Board

February 13, 2018

- Members Present: Glen Mitchell, Jim Clark, Dr. Hejhal, AC Alrey and Director Kanon
- The meeting was not called to order until Mr. Alrey arrived at 7:45, making quorum.
- Minutes from meeting of January 9, 2018 were presented. Mr. Clark moved that minutes be approved and Mr. Alrey seconded the motion. Motion passed.
- A copy of Bills for Payment and the financial report was presented. A motion by Dr. Hejhal was made to approve payment of bills and accept the financial report as presented. Mr. Clark seconded the motion. A voice vote was made. The motion passed, all in favor.
- Director's report is attached.
- Old Business
- Discussion of Groveland and Rose Township service contracts occurred. There was no action taken at this time.
- The Lucy Summer's memorial was discussed. Dr. Hejhal will meet with the Library Friends to explore options for this memorial and any others that occur in the future.
- New Business
- The approval process of bill to pay was reviewed. No action was taken
- A report of the Teen Space and the policy governing procedure was presented. Dr. Hejhal moved for approval and Mr. Alrey seconded motion. The governing policy was approved.
- A couch has been purchased for the teen area, book cases have been moved to help designate that space.
- Programs are being developed to service our teen population.
- Public Comment- Two visitors from Brandon Township were present and welcomed. Vera Cole and Rebecca Higginson. They attended to observe the library boards discussion on service contracts.
- Adjournment: 8:05
- Next Regular Meeting is March 13, 2018

# Holly Township Library Board

## Minutes (Draft)

March 13th 2018

**Call to order:** Board President Mitchell called the meeting to order at 7:30pm

**Roll Call:** Mr. Grossman, Mr. Mitchell, Dr. Jubar, Director Kanon, Mr. Clark, Mr. Alrey, absent Dr. Hejhal. Motion to excuse Dr. Hejhal by Mr. Clark, Second By Mr. Grossman. Motion carried

**Approval of the Minutes:** No Feb 2018 minutes

**Payment of the bills:** A Motion was made by Clark and supported by Grossman to approve bills in the amount of \$8145.81. Motion carried by voice. Dropped the New York times.

**Financial report:** A Motion was made by Grossman and supported by Alrey to acknowledge financial report. Motion carried by voice. Director Kanon to discuss the money due to the library fund from the township.

**Directors report:** Read by Director Kanon.

**Old Business: Nothing discussed**

**New Business:** Options for contract renewals with the outlying townships discussed. We need a longer study and more information

Review the process of bills being paid. The credit card and Consumers are due before board meetings. Director Kanon will draft a \$5,000 discretionary fund policy for approval by the board.

Virtual attendance of board members. Director Kanon to write a policy for approval at the April board meeting

Mr. Grossman moved to allow Dr. Hejhal to call in for the next board meeting. Second by Mr. Clark. Motion carried.

Mr. Clark made a motion to make Dr. Jubar treasurer. Second by Grossman.  
Motion carried.

Public comment: Mr. Clark commented that we should work closer with the schools to develop a partnership. We should all develop an outreach program with Rose Township and other areas. We should also look at upgrading the computers.

**Adjournment: 8:40pm**

**Next meeting April 10th at 7:30pm**

## **Holly Township Library Board**

### Budget Meeting

April 10,2018

- Roll Call Mr. Glen Mitchell, Dr. Jay Jubar, Mr. Jim Clark, Dr. Margaret Hejhal, A.C.Alrey
- Dr. Jubar moved that Mr. Grossman be excused. Motion supported by Jim Clark. Motion carried
- Minutes Minutes from last meeting presented and approved.
- New Business  
2018-2019 budget was presented by Director Kanon  
A ten hour position to be paid at minimum wage was proposed  
An increase in periodical materials was proposed  
The cost of utilities was larger because of additional snow removal  
Travel expenses proposed at \$.545/mile  
A square for credit card payments was proposed  
A new counter top for the intake desk was proposed  
The fax service proposed to be separated from copy machine in July  
2% salary increase for all employees proposed.
- A.C. Alrey moved to approve the budget,  
Dr. Jubar supported the motion.
- Approval by voice vote.
- Mr. Clark was excused at 7:53

#### Public Comment

- Asked for volunteers to judge the Michigan State History Competition  
April 28.

Meeting Adjournment 7:59 P.M.

Holly Township Library Board

April 10, 2018

7:30 PM

- **Roll Call:**  
Mr. Mitchell, Mr. Alrey, Dr. Jubar, Dr. Hejhal, Director Kanon  
Mr. Alrey moved that Mr. Grossman and Mr. Clark be excused,  
supported by Dr. Jubar. Motion carried.
- **Minutes from March and February** were presented and approved.  
Approval moved by Dr. Jubar and Supported by Dr. Hejhal
- **Bills for Payment** were presented and approved. Motion made by  
Mr. Alrey , supported by Dr. Hejahl . Director Kanon reported that due  
to excessive costs the New York Times subscription was canceled.  
Other major newspapers were suggested and Director Kanon will  
investigate new subscriptions.
- **Financial Statements** Line703– payment of FICA taxes \$5,229.10  
will be reimbursed. Statement accepted. Motion approved by Dr.  
Hejhal seconded by Dr. Jubar.
- **Director's Report** was presented and accepted. All Categories of  
usage have increased. A grant from MMLC will support replacing  
patron pcs later this summer. An increase in programs for all ages  
has been instituted. See the full report attached.

- **New Business:**

Creation of Custodian position: Less expensive than contract worker, Director Kanon will create the job description, the plan is to have this person in place by July 1,2018.

- FOIA request for employees names and other information. Mr. Mitchell moved and Dr. Hejhal supported the denial for this request. Voice vote supported this motion.

- Virtual attendance policy was present and discussed. Dr. Hejhal moved we accept this policy, supported by Mr. Alrey. Voice vote approved the policy.

- **Public Comment:**

Mr. Alrey brought up the public concern about the discussions in town to make Carl Richter a community center that would include moving the library to Richter. Discussion on the board followed. The general attitude was that it was not desirable at this time. Some of the reasons being the excessive amount of moisture in the building, harmful to books, and the location away from the center of town.

Next meeting May 8, 2018 at 7:30pm

## Holly Township Library Board Minutes

May 8, 2018

7:30 pm

- Roll Call: all present, Alrey, Grossman, Kanon, Hejhal, Clark, Mitchell, Jubar
- Minutes from the April 10 budget meeting accepted with changes, motion to approved by Clark, seconded by Jubar, motion approved
- Bills for payment: Clark moved for approval, Jubar seconded the motion. All members voted to approve.
- Financial Statement: Grossman moved for approval, Clark seconded the motion. Motion passed
- Director's Report: see attached copy. Clark moved for approval and Jubar seconded the motion. Motion to accepted the directors report was approved.
- Old Business: Review approval process of bills to pay. Clark moved to approve and Jubar moved to accepted. Motion was approved.

Approval of proposed budget resolution for fiscal year 2018/2919 approved with the correction of replacing "cost center "with library." Motion made by Grossman, seconded by Clark. Motion approved by voice vote.

- New Business

Possible purchase parcel next door.

Zoned Commercial use

.575 acres

Apx. \$8,000 cost to tear down the existing building

Recommended that director Kanon go to State Library for Directions and to call around for possible contractors.

Hejhal moved approval and Clark seconded the motion. Motion approved.

- Public comment: AC announced a FIM live jazz concert this Friday at 7pm

Recommended that we switch the water heater to natural gas.

- Adjournment: 8:37pm
- Next meeting July10,2018

Holly Township Library Board Minutes  
June 12, 2018  
7:30 pm

Roll Call: All members present: Chairman Mitchell, Secretary Dr. Hejhal, A.C. Alrey, Mr. Grossman, Mr. Clark, Dr. Jubar and Director Kanon

Minutes from the April 10 budget meeting were accepted with no changes, motion to approved by Mr. Clark, seconded by Dr. Jubar, motion approved.

Minutes from the April 10 regular meeting: corrected spelling change of contractions to contractor. After further investigation on the inter net, by Chairman Mitchell, it was discovered that the zoning of the adjacent property was not for mixed use but zoned commercially. The area of land of the parcel is not 1.5 acres but .58 acres. The issues for change were discussed. Mr. Clark moved, with second from Dr. Jubar, that the minutes were approved with these corrections. Voice vote. Motion carried.

Bills for payment: Some of the expenditures reported were that the sump pump had been replaced; Director Kanon attended a conference; the cost to snow plowing is finished for the year and being replaced by lawn care costs. Mr. Clark moved for approval, Dr. Jubar seconded the motion. All members voted to approve.

Financial Statement: Mr. Grossman moved to accept the report as presented. Clark seconded the motion. Motion passed

Director's Report: see attached copy. Clark moved for approval and Jubar seconded the motion. Motion to accepted the directors report was approved.

Old Business: A review of the process of bills to pay was completed. It was recommended that the term "cost center" be replaced with the term "library." Clark moved to approve and Jubar seconded the motion to accept the recommend change. Motion was approved by voice vote.

New Business: Property adjacent to the library south property line -with much research Director Kanon was able to find that the cost for a commercial appraisal was a minimum of \$1000. Also, the cost to tear down the existing structure was at least \$8,000. Chairman Mitchell report that the SEV was apx. \$120,000. Just the land value would be apx. \$67,220. After further discussion it was recommend that we make an offer on the property of up to \$24,000. Hejhal moved that this be done and Clark seconded the motion with the understanding that Director Kanon and Mr. Mitchell handle this process. Motion carried. It was suggested that Dr. Kanon and Chairman Mitchell contact the state library for additional directions on this matter.

Formation of a building Committee was tabled until the next meeting.

Memorial Garden: The friends have decided to plant a memorial garden on either side of the east door. The project will begin sometime in late summer or early fall.

Public Comment: A report of the many programs our library was offering and the great number of children, teens and adults that are taking part was given.

Adjournment: 8:21pm

Next meeting August 14, 2018

# Holly Township Library

## Board Minutes

### July 10<sup>th</sup> 2018

**Call to order:** Board President Mitchell called the meeting to order at 7:30pm

**Roll Call:** Mr. Grossman, Mr. Mitchell, Dr. Jubar, Director Kanon, Mr. Clark, Mr. Alrey, Dr. Hejhal not present motion to excuse by Mr. Grossman, 2<sup>nd</sup> Mr. Alrey, approved by voice

**Approval of the Minutes:** A Motion was made by Clark and supported by Grossman to approve the regular minutes of the June 13<sup>th</sup> meeting. Motion carried by voice.

**Payment of the bills:** A Motion was made by Grossman and supported by Clark to approve bills for June 2018. Motion carried by voice.

**Financial report:** A Motion was made by Alrey and supported by Grossman to acknowledge financial report. Motion carried by voice.

**Directors report:** Director Kanon reported on June activity.

**Old Business:** discussion on old business

**New Business:** 1112 N. Saginaw discussed: Property is now being listed. Offer of \$25,000 was refused. Possible committee to discuss expansion and future direction

**Staff wage increase document:** A Motion was made by Clark and supported by Grossman to approve document. Motion carried by voice.

**Proctoring Policy:** We will not provide proctoring services at this time.

**Roof:** bids will be sought by director Kanon

**Public comments:** Mr. Alrey asked about adding another copy and fax machine

**Adjournment: 8:31pm**

**Next meeting August 14<sup>th</sup> at 7:30pm**

## **Holly Township Library Board**

### **Meeting Minutes**

**August 14, 2018 7:30 pm**

#### **Roll Call:**

Members Present: Dr. Jay Jubar, Mr. Jim Clark, Chairman Mitchell, Secretary, Dr. Margaret Hejhal, Director Tara Kanon

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

#### **Minutes:**

Minutes from the July 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 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 presented for the past month's expenses. It was explained that the column labeled DEPOSIT was the account number, not a deposit.

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

**Director's Report:** Director Kanon presented the director's report.

#### **BUILDING:**

##### **DT & Co. Roof Recommendation**

The estimate for repair of the roof seemed high. Board members discussed whether to accept bid for roof repairs or seek other bids. A motion was made by Dr. Jubar and seconded by Mr. Clark for Director Kanon to seek estimates and recommendations from other roofing companies before a final decision was made by the board. Motion carried.

Library Design examined our circulation desk and will present an estimate on repairs, redesign of area, and new counter tops.

TECHNOLOGY: A quote of \$9,664.19 for 13 new computers was recommended and approved for purchase by the board.

Michael Shackelford, MicroTech Systems, is serving as our consultant and tech support.

The main card catalog computer died. IT came and moved the catalog computer from the kids' area to the main area. Once the patron pcs are replaced, one of the old ones will be taken back to the kids' area as a catalog computer.

Biblionix now offers a kids' only online catalog free. Director Kanon has now added this service to the computers along with several links to the website.

A new iPad was purchased as part of a grant from MMLC. The plan is to have Tina take it to local coffee shops, etc. and show people how to use ebooks through the library.

CLOSINGS: None in the past month. Library will be closed for Labor Day weekend. (Saturday, September 1 & Monday, September 3.

PROGRAMS: A major increase in usage and programs has occurred this summer. The program with the miniature horses had over 200 participants. During that event parking overflowed the library property lines on both sides.

COLLECTIONS: Collections are being shifted to fill empty shelves.

An inventory of the youth department is being done.

### **Old Business**

Update on the offer for 1112 N. Saginaw.

The board's offer for the property next door was rejected without a counter offer being made. The property was listed for sale and a third-party offer was accepted.

### **New Business**

#### Approval of Staff Salary Range Document

Director Kanon presented the salary range. She stated that this was the average salary range for area Class 4 libraries. Mr. Clark moved for approval, Dr. Jubar seconded the motion. Motion carried by voice vote.

#### Update to Overdue, Non-Returned, Lost or Damaged Items Policy

Policy was presented and accepted by general voice consensus by the board.

Approval for purchase of 13 computers

The new computers will have Windows 10 Pro and office 2016  
\$9,664.19 was the total cost for the 13 computers.  
Mr. Clark moved for approval of purchase and Dr. Jubar seconded the motion.  
Carried by unanimous vote.

### **Public Comments**

Report from Library Friends was that their fund balance is \$4,000.

Big Holly Days Parade on Sept. 28-Holly Library Friends will have a float in the parade. We were all invited to take part in the parade.

**- Adjournment.**

**Next Meeting September 11, 2018**

# Holly Township Library Board

## Minutes

September 11, 2018

7:30 pm

- **Roll Call** - All Present at 7:30
- **Minutes** approved as amended motion Clark/second Jubar
- **Bills for payment** Motion made by Grossman/ second by Jubar, approved
- **Financial Statements** Motion by Grossman/ second by Jubar approved
- **Director's Report** Director recommendation to proceed with lobby work and put roof repairs in next year's budget.
- One year anniversary of our director was noted.
- **Old Business**
  - Update on 1112 N. Saginaw-property sold
  - Roof recommendation -see director's report
  - Reported purchase of 13 new computers
- **New Business**
  - Year ending June 30, 2017 audit presented
  - Strategic Plan -Input is needed, discussion about hiring consultant but it was felt that a consultant was not needed at this time
  - Square: Approval to set up an account HTL -Motion by Grossman, Supported by Clark, Motion approved
- **Public Comments**- None
- **Adjournment 8:05**

# Holly Township Library Board

## Approved Minutes

Oct 9<sup>th</sup> 2018

**Call to order:** Board President Mitchell called the meeting to order at 7:30pm

**Roll Call:** Mr. Grossman, Mr. Mitchell, Dr. Jubar, Director Kanon, Mr. Clark, Mr. Alrey (Via phone), Dr. Hejhal not present motion to excuse by Mr. Grossman, 2<sup>nd</sup> Mr. Clark, approved by voice

**Approval of the Minutes:** A Motion was made by Grossman and supported by Clark to approve the regular minutes of the Sept 11<sup>th</sup> meeting. Motion carried by voice.

**Payment of the bills:** A Motion was made by Grossman and supported by Jubar to approve bills for Sept 2018. Motion carried by voice.

**Financial report:** A Motion was made by Clark and supported by Grossman to acknowledge financial report. Motion carried by voice.

**Directors report:** Director Kanon reported on Sept activity. Building roof repairs to start week of 10-15-18. Should not interrupt the normal activities. New PC's installed, two catalog computers fixed.

**Old Business:** Discussion on old business regarding strategic plan and possible committee to make suggestions.

**New Business:** 2017-18 audit process. Lewis and Knopf quote tabled. Two other companies' proposals were not applicable. Table the auditor contract until next meeting. Director Kanon to solicit more bids. 2019 closure dates. Circulation desk improvements discussed. (See Quotes) Agreed to leave the color choices up to Director Kanon. Option 2 approved with additional items 3 and 4 added. Motion by Grossman to approve second by Jubar. Carried by voice vote.

**Public comments:** Mr. Alrey asked about why Kate left. Questioned whether he and Dr. Hejhal need to run for re-election.

Mr. Jubar suggested a Victory sprayer to disinfect the library.

**Adjournment: 8:28pm**

**Next meeting November 13th at 7:30pm**

Holly Township Library  
Board Meeting Minutes  
Holly Township Library Meeting Room  
November 13, 2018 7:30pm

- Roll Call:

Members Present: Dr. Jay Jubar, Mr. Jim Clark, Chairman Mitchell, Secretary, Dr. Margaret Hejhal, Mr. Grossman, Mr. Alrey, Director Tara Kanon

- Minutes:

Minutes from the 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 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. No concerns voiced.

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

- Director's Report: Director Kanon presented the director's report.

No major concerns- report accepted

- Old Business

FY 2018-2018 Audit Copany-1 year approved based on answers

2019 Closure dates present and approved

Circulation desk improvement quote approved

- New Business

- . Annual incentive for staff – approved

Annual board attendance incentive- to go out Dec. 14, approved

2019 Board minutes approved

New web site from Revise- approved with eblast

Certificate of appreciation to FOTL- Will be printed and framed

Library Board Election Results- not available at this time.

- Public Comments

- Adjournment. Next Meeting: January 8, 2019 at 7:30pm

## **Holly Township Library Board**

### **Minutes – Approved**

**December 11, 2018**

**Call to Order:** Board President Mitchell called the meeting to order at 7:30 p.m.

**Roll Call:** Present: Mr. Clark, Mr. Grossman, Dr. Jubar, Dr. Hejhal, Mr. Mitchell, Mr. Gregg Semrau, and Director Kanon.

**Approval of Minutes:** A motion was made by Mr. Clark, supported by Dr. Jubar to approve the minutes of the regular meeting of Nov. 13, 2018. Motion carried by voice vote.

**Payment of Bills:** Discussion of payments was led by Director Kanon. Motion by Mr. Clark and supported by Mr. Grossman to approve report. Motion carried by voice vote.

**Financial Report:** Discussion of financial report lead by Director Kanon. There was a question about the expense of the copy machine. Director Kanon said she would provide a full expense for the machine next month. Motion to approve report was made by Mr. Grossman and supported by Mr. Clark to approve the financial report. Motion approved by voice vote.

#### **Director's Report:**

- Director Kanon presented a full written report that is available upon request.

#### **Old Business:**

- Annual Incentive for Staff-Detailed schedule available on request
- Annual Board Meeting Dates for 2019
- Annual Board Meeting Attendance
- New Website from Revize -In the process of learning more about it
- Certificate of Appreciation for FOTL-Director Kanon will take care of this
- Library Board Election Results- not available yet

#### **New Business:**

- Audit Update
- ALA Info Advocacy
- Portal to Library of Congress-Director Kanon will investigate our access

#### **Public Comments:**

**Adjournment:** Motion to adjourn by Mr. Clark , second by Mr. Grossman at 8:37pm.

Next Meeting Is February 12, 2019 at 7:30 p.m.