

Fraser Public Library
Regular Board Meeting
November 20, 2023

Call to Order:

The library board meeting was called to order by President Hoeft at 4:05 pm in the Fraser Library Building.

Attendance:

President-Marlene Hoeft, Treasurer-Kyle Burley, Trustee-Erica Zutz , Trustee-MaryAnn Kuechle, Director-Lorena McDowell.

Excused: Secretary Tina Bullis.

Absent: Jim Sutherland.

Quorum met.

Approval of Agenda:

- President Hoeft requests agenda item “Bylaw discussion” to be added to old business. Member Kuechle motions to accept addition, member Zutz seconds.
 - No further discussion.
 - All in favor, motion passes.

Approval of Minutes:

- Member Zutz makes motion to approve October 16, 2023 board minutes. Member Kuechle seconds.
 - Further discussion: Member Hoeft clarifies that the October minutes term “baseline” should be interpreted as a cap on the budgeted amount for building improvements. No request for amendment.
 - No further discussion.
 - All in favor, motion passes.

Citizens comments:

- None at this time.

Library Director’s report:

- **Fund Report:**
 - September Financials were accidentally posted to the website before the meeting instead of October Financials. Director is in contact with website designer to amend situation.
 - YTD expenses are ahead of plan due the variation between relocation expenses occurring and insurance reimbursement for these items.
 - The insurance claim reimbursement is at a current grand total of roughly \$400,000
- **Statistics:**
 - Door count slightly up from last month.
 - Bookflix usage has dropped significantly from last month due to school usage. Director comments that most Bookflix usage come from the schools and library control over activity is limited.
 - Trunk or Treat attendance was down this year due to the re-location. Most programming attendance for October is based off this one event.
- **Building and City Update**

- Reconstruction of Fraser Library has been on hold due to lack of archived plans for the building. The planning commission has approved the re-created plans for the library at their last meeting.
- The director has visited the site before today's board meeting and has noted that reconstruction of Fraser Library has started as of today.
- Sample potential alternative leases were presented to the board, multiple financing options discussed, path to ownership must be included. Lease review committee will convene to investigate further.
- **Collection Update**
 - STEAM bags are still being designed.
 - A Cricut system has been ordered using the funds raised from the spaghetti Dinner held at the Fraser Lions Club.
 - Hot spots have arrived and are ready for usage. All 3 currently offered are already out on loan to patrons.

Financial/Treasurer's report, including approval of bills if needed:

- None at this time.

Executive Reports:

- **Presidents Report:**
 - Member Hoeft congratulates and officially welcomes Erica Zutz to the board.
 - Member Hoeft reports on her attendance of an Open Meeting Act workshop to better understand the board's duty to the public. She has received conflicting directives about the scheduling of board meeting dates by calendar versus fiscal year. Member Hoeft Recommends the policy committee to take interest to clarify and reach out for legal advice.
 - Member Hoeft also brings up the topic of meeting times and states that board meetings need to be at a time that most people can attend and 4pm may not be the right time for board meetings. Further discussion required.
- **Secretary's Report:**
 - None at this time
- **Committee Reports:**
 - **Transparency committee:**
 - Committee convened to discuss multiple way of being more transparent with board meeting materials. Key topic of the meeting was to get statistics, financials, basic agenda outline, and previous meeting minutes available for viewing before the next board meeting. Member Burley expressed disappointment with the results of the meeting and noted that none of the items discussed were posted to the website prior to the meeting. President Hoeft agreed with these concerns.
 - Committee will reconvene before the next board meeting to address concerns.
 - **Building Committee:**
 - Member Burley joins the building committee. This committee will meet before the January meeting to discuss the proper way to amend the purchase agreement for a vote at January's board meeting.
 - **Lease Review Committee:**
 - See old business.
 - **Finance Committee:**
 - See new business.
 - **Policy Committee:**
 - See new business.
 - **Personnel Committee:**
 - See new business.

- **Strategic Planning committee:**
 - No discussion at this time

Old Business

- **Real Estate Purchase Agreement**
 - Member Kuchle reports that the motion to “sign and send the real estate title purchase agreement as of October 9, 2023” was a motion to sign a document that did not exist. She noted the document presented was actually from last year October 9 2022.
 - Member Kuchle reports that the proper way to achieve the intention of the motion would be to amend the already agreed upon purchase agreement and requests that this prior motion be rescinded.
 - Member Burley and Hoeft agree. Member Burley motions to rescind the previous month’s motion to “sign and send the real estate title purchase agreement as of October 9, 2023” Member Marlene seconds.
 - Further discussion: Discussion was had between board members on how to properly amend the current accepted agreement and show continued interest in the building. The building committee will convene before next board meeting and will present the board with a lawyer approved, amended purchase agreement for vote.
 - All in favor, motion passes.
- **Committee to review lease agreement.**
 - Committee formed to do a further deep dive into the sample lease passed out to make recommendations to the board.
 - Member Kuchle and Member Zutz join the committee and will convene before the January Board meeting to present findings and recommendations.
- **Spaghetti dinner success**
 - The library was able to raise \$1,863 from the fundraiser. The board thanks the Friends of the library for all their help with this event!
- **Another Cookies and Questions event**
 - With the success of the previous cookies and questions, board members and the public have expressed a desire to attend/host another event. The board agrees and discussion was had about hosting the events on the two months the board does not convene. (December and July) Further discussion will need to be had on this topic.

New Business

- **Appointment of Vice president/General Board elections**
 - President Hoeft states that state law requires us to elect a new vice president at today’s meeting due to the old vice president leaving office after the last board meeting.
 - President Hoeft nominates Erica Zutz for the role. No other nominees.
 - No further discussion. All in favor, motion passes.
 - President Hoeft mentions that we have missed our general board elections in September and arrangements were made to elect officers at January’s board meeting.
- **Bylaws Discussion**
 - Conversation was had to change the election of officers to February instead of September. This was discussed to allow a new trustee to join the board and nominate themselves as an officer if they desire.
 - President Hoeft discusses the process of amending bylaws and stresses that this action should not be taken lightly as this is the charter which the board and city residents agree upon for a functional and proper governance.
 - Marlene comments that we should not change the bylaws to change officer election dates. There is consensus among the board. No motion made.

- President Hoeft also discusses possibility of going above the minimum requirements for Roberts Rules and including justification as to why a motion is made by the trustee who motions to amend bylaws.
- President Hoeft commented that the bylaws need to be reviewed once a year. Policy committee will convene to review bylaws and present to board.
- **Formation of Standing Committees:**
 - To comply with bylaws, the board officially set members for the three required standing committees.
 - Finance Committee- Members Burley and Hoeft
 - Policy Committee- Members Burley, Zutz, and Kuchle
 - Personnel committee- Members Burley and Hoeft
 - These committees will meet when call upon by the president or director for discussion of relevant topics.

Citizens comments

- Ellen Bryans comments that she is the new President of the Friends of the Library and is speaking on behalf of the Friends of the Library. She expresses how it is important to have committees because one person can't do everything. She has asked Kristin, the program coordinator to come to the friends meeting to explain what funding for the library programs means and what programming the library does.
 - She states that the Friends have available financial resources and are willing to help to contribute to programing needs upon request.
 - The Friends will be hosting a book sale compliments of the lions April 17,18,19. And thanked the Lions club for all the hard work and generosity.
 - The Spring Fling date is yet to be determined due to the uncertainty of the location at that time. She will coordinate with Lorena for guidance.
 - Ellen states that getting the animals may be a challenge as the staff they have used in the past is retiring.
 - A question was raised about the availability of the PNC building. The board responded by stating the building is no longer for sale and has been purchased.
 - She also asks for assistance on how to accurately raise awareness to the community regarding the hole in the old library building and what is going on with the millage money. The board responded stating that the information is now up on the website and a link is available to share with anyone who asks.
 - President Hoeft and member Burley mention that the website should be changed to include a section on the "what happened" page explaining that the millage money is being put in a fund that is currently earning interest and being earmarked for future building expenses.

Adjournment

Member Kuchle motioned to adjourn the meeting at 6:15pm. Member Hoeft seconds.

No further discussion.

All in favor, motion passes.

NEXT MEETING: JANUARY 22nd 2024