

FRASER PUBLIC LIBRARY
REGULAR BOARD MEETING
January 22, 2024

Call to Order: The library meeting was called to order by President Hoeft at 4:05 pm.

Attendance: President Marlene Hoeft, Vice President Erica Zutz, Treasurer Kyle Burley, Secretary Tina Bullis, Trustees MaryAnn Kuechle and Jim Sutherland. Director-Lorena McDowell.

Changes to Agenda: The following changes were made to the agenda: *Auditor's Report-INFO moved under Approval of minutes. **Meetings with assigned city councilpersons moved under Old Business.

Approval of Minutes: Member Hoeft motioned to accept the November Minutes with corrections. Member Zutz seconded the motion. All in favor, motion passes.

Member Sutherland motioned to approve the December 18, 2023 Special Meeting Minutes. Member Kuechle seconded the motion. All in favor, motion passes.

President Hoeft moved to strike the last paragraph from the Closed Session Minutes. Member Zutz motioned to accept the amended minutes. Member Burley seconded. All in favor.

Auditor's Report: The Annual Financial Report prepared by Gabridge and Co. was presented to the Board. The results of the Independent Auditor's Report was a clean opinion of the library records. The accounts are properly maintained with no errors and fraud. A clean opinion is the most favorable opinion an auditor can provide. The audit report is a public document that can be found on our website.

Citizen's Participation: No citizen participation or comments.

Library Director's Report:

Fund Report-INFO: The November 2023 budget was at 62%. December's percentage of budget was 66.88%. Expenses through insurance are in the library expenses year to date.

Statistics Report: November and December Statistics maintain comparative to last month figures. HOLDS from Fraser Library are up. Wireless Users are hand counted at this time.

Budget Amendments: Member Burley motioned to approve the FY 2023-2024 Amended Budget #1. Member Zutz seconded the motion. All in favor, motion passes.

Collection Updates -INFO: STEAM supply items are being purchased to assemble. A Cricut machine will be available to use for a small fee. The Cricut machine is a cutting machine that uses a variety of crafting textures to produce projects. Pricing will be based on the materials purchased. There are 5 Hot Spots in circulation. There will be 7 for computers soon.

Building Report: The City Manager informed Director McDowell they would be starting on electrical and carpeting. Crumbling brick can be seen on the exterior of the building. The inside walls are crumbling too. It appears that nothing is happening at this time.

To comply with all new elevator permits required with newly adopted rules and codes in Michigan, President Hoeft motioned that Director McDowell submit a Request For Proposal on the elevator in the old library. The motion was seconded by Member Sutherland. All in favor.

Director McDowell discussed the options of possible lease extensions at our current location. The Board agreed that we should look into a possible contract that allows tenants to stay after the initial term.

Treasurer's Report: None at this time.

President's Report: President Hoeft attended a Library Finance workshop through MLA. She was already informed of the information from Lorena.

Mayor Lesich is looking into the library shed that was already poured but not allowed to be completed and installed by the Building Department. DPW poured the cement, but 6 months later, the building department wouldn't let the shed be installed.

Committee Reports:

Transparency Committee: The Website is set up for posting draft minutes. Detailed documentation provides library transparency for residents.

Lease Committee: Member Zutz motioned to dissolve the Lease Committee. Member Hoeft seconded the motion. All in favor. Motion passes. The committee is not necessary at this time.

Building Committee: Tabled for February meeting.

Policy Committee: Member Hoeft motioned the board to adopt the “Policy for Public Comments at Meetings policy increasing the speaking time from 3 to 5 minutes as recommended by resolution. Member Sutherland seconded. All in favor. Motion passes.

The Policy Committee recommends the board end the “Social distance Policy”.

Member Burley motioned to change meeting times from 4:00pm to 5:30pm effectively immediately. The motion was seconded by Member Sutherland. All in favor, motion passes.

INFO ITEMS: Policy Committee quarterly meetings will continue. The next policy committee meeting will be on April 8, 2023 at 4:30pm in the library. Proposed changes to the policy by the Board can be requested in email to Committee members.

The Board discussed future Cookies and Questions for Residents. A later date has not been set.

Strategic Plan Committee: The committee did not meet.

Finance Committee: The committee did not meet.

Election of Officers: Nominations for Chair were accepted and officers were elected. The following Fraser Public Library Board Members positions will be:

Marlene Hoeft-President

Jim Sutherland-Vice President

Kyle Burley-Treasurer

Tina Bullis-Secretary

Trustees: MaryAnn Kuechle, Erica Zutz

Congratulations to all, and Thank you for your commitment!

Old Business: FPL Board members met with elected City Council Members to discuss library information and policy.

New Business: The Board will be scheduling the annual Director and self evaluation for members.

Citizen Participation: Ellen, Fraser resident and representative from Friends of the Library shared the next Ram's Horn Fundraiser. The Valentine's Day themed event will take place on February 8th from 5-8pm at the Fraser Ram's Horn.

The Friends Book Sale will be on April 17, 18, and 19 at the Fraser Lions Club. New Programs are being well received by resident's. Residents like the location of the Library on 15 Mile Rd.

Rose, a Fraser resident, lives near the old library building. She has observed the lack of contractors and work being done on the building. A wall was ripped down and appears no one has been there since December 16, 2023.

Member Zutz motioned the board into closed session to discuss the previous Closed Session minutes.

Member Sutherland seconded the motion. All in favor.

Closed Session: The Board went into Closed Session at 6:45pm.

Return to Open Session: Open session resumed at 7:05pm.

President Hoeft motioned to adjourn the meeting at 7:08pm. The motion seconded by Member Bullis.

Adjourned: The meeting ended at 7:08pm.

Respectfully submitted,

Tina Bullis
Secretary, Fraser Public Library

***The next Regular Board meeting will be on
February 26, 2024 at 5:30pm
at the Fraser Public Library.***