

FRASER PUBLIC LIBRARY

Regular Board Meeting

February 26, 2024

CALL TO ORDER: The library meeting was called to order by President Hoeft at 5:30pm.

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

CHANGES TO THE AGENDA: Additions to the Agenda under the Directors report: Old Building-Lease Extension, and Staffing. The Secretary's Report was added under Executive Reports.

APPROVAL OF MINUTES: Member Zutz motioned to approve the Regular minutes of 1-22-24. Motion seconded by Member Burley. All in favor, motion passes.

The CLOSED Session minutes of 1-22-24 were approved as amended by Member Kuechle. Seconded by Member Zutz. All in favor, motion passes.

CITIZENS COMMENTS: There were no citizen comments at this time.

LIBRARY DIRECTOR'S REPORT:

STATISTICS: Statistics show we continue to improve, doing better than last year. There is a significant increase in last month's Totals, almost back to PreCovid numbers. Library Programs have been recorded to track participation. A tally method tracks the number of adults and children attending events. Wireless users are counted by observation.

FUND REPORT: State Aid is received twice yearly, in April and July. Rental of the library room for meetings is available in the current location. The library budget used this fiscal year is 55.09%.

BUILDING REPORT: The sink in the bathroom has been repaired. Lorena went with the library Insurance Adjuster to look at the progress on damages to the 14 Mile building. There are damages that have occurred from the accident that have not been addressed, i.e, carpeting (oil stains and tire tracks), and door entry (framing and brick). Additionally, there have been more roof leaks. The Library does not have access to the building. The keys are with the City. The Library Adjustor has been speaking with the City Adjustor. The Library's insurance will not insure the old building until the city insurance has corrected all the issues. The Board asked Lorena to arrange for a time with the City to let the Board come into the building. They would like to observe the property damage themselves. Members will await for an available time. The City is the owner of the 14 Mile library building. It is their request needed to provide a RFP for the elevator. The current elevator rules became effective on June 27, 2023, and will come into full effect January 1, 2025.

LEASING EXTENSION: A formal letter has been drafted to request a lease extension on the current library location. The lease renewal would be financially beneficial to the Library should the old building not be ready to move into at the end of this current term, June, 2024. Member Zutz motioned to proceed with sending the letter to modify the lease agreement for 15260 15 Mile Rd. Fraser, MI. Member Bullis seconded the motion. All in favor. Motion passes.

COLLECTION UPDATES: STEAM Bags have not moved forward at this time. The supply availability has been limited. Director McDowell is looking into a new vendor.

Mango languages is a way to learn a new language online and is free with a library card. American Sign Language will be added to offer an opportunity for patrons to carry on basic ASL conversations. Mango will be up and running by March 1, 2024.

STAFFING: The library is fully staffed at this time. Two new sub librarians, and two new pages have been hired. 1 employee has been bumped up into a new Clerk position.

LIBRARY SIGN: There are two new FPLibrary signs on the marquee sign on 15 Mile Rd. No comments have been received since the installation last week.

TREASURER'S REPORT: None to report at this time.

PRESIDENT'S REPORT: None at this time.

SECRETARY'S REPORT: Holiday greetings received from MCD Architects. Thank you to the Fraser Lions Club, Friends of the Fraser Library, and everyone who donated, attended and worked to make the spaghetti fundraiser a success. Thank you cards have been sent to the people responsible for volunteers and this event.

COMMITTEE REPORTS:

PERSONNEL COMMITTEE: The personnel committee reviewed the Director's evaluation form adopted in 2018. Discussions addressed the opportunity for employee input to be offered to the evaluation. It

was recommended that the evaluation include staff position, hours, and direct supervisor.

Member Zutz motioned to accept the Directors Evaluation form with staff input and the additional information of staff reporting full/part time and supervisor. The motion was seconded by Member Sutherland. All in favor, motion passes.

Member Zutz motioned to accept the Board Evaluation form as is. Motion was seconded by Member Sutherland. All in favor, motion passes.

TIMELINE=Distribution of the evaluation forms will be placed in employee mailboxes in February. The forms will be collected in March and presented at the April meeting. Marlene motioned to accept the timeline but moved the following years back to January and February. Member Kuechle seconded the motion. All in favor. Motion passes.

BOARD EVALUATIONS: The Library Board will review different evaluation forms to select for their evaluations. This item will be added to the next meeting agenda.

OLD BUSINESS: No transactions have been received regarding the status of a PA and Bond request. The Board requests that any packets be sent out a week prior to meetings.

NEW BUSINESS: The library will be creating a CD Cleaning Policy for the purchased CD cleaner machine.

CITIZEN'S PARTICIPATION:

Vania; Fraser resident-Vania asked if the plan is to be in this building then move in the old building. President Hoeft replied, yes.

Youstina; Fraser resident-Youstina asked if the board would consider a new building. At the December meeting, she voiced her concerns that the old building does not solve resident needs regarding upgraded services, size, parking, and study rooms. The board replied that we are looking at all options at this time.

Ellen; Fraser resident - Ellen represented the Friends and reported on the success of the recent Ram's Horn night. With thanks to the owner and staff the library earned \$907 for the evening. The Spring Fling will take place with games, animals, 50/50 raffles and a bake sale.

The Lions Club has graciously offered to host the Book Sale. Manpower to set up the sale, move books, and hours of operation are limited and in discussion at this time. Scheduling will take place at this week's meeting. Sherry Stein offered to seek volunteer students from the high school. The event is a huge undertaking for our volunteers. Anyone wishing to help, please contact the Friends of the Library. The next meeting is March 12th. FPL staff stated 5-6 requests have been received, asking if there will be a Book Sale.

CLOSED SESSION: Member Zutz motioned to go into Closed Session. Member Hoeft seconded the motion. All in favor. Board goes into closed session at 6:53pm.

RETURN TO OPEN SESSION: The Board returned to Open Session at 7:09pm.

ADJOURNMENT: A motion was made by Vice President Sutherland to adjourn the meeting. The motion was seconded by Member Kuechle. All in favor.

Respectfully submitted,

Tina Bullis
Fraser Public Library, Secretary

The Next Library Board Meeting:

March 18, 2024 at 5:30 pm.

