

**SUPERIOR DISTRICT LIBRARY  
BOARD OF TRUSTEES REGULAR BOARD MEETING**

**Location:** Bayliss Public Library

**Date:** January 22, 2024

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**Call to Order:**

The meeting was called to order at 3:00 p.m. by Board President, Karen McClenny.

**Roll Call:**

Present: President Karen McClenny, Secretary Tim McConkey, Trustee Daryl Orr, Treasurer Cris Roll, and Vice-President Sheila Bergdoll. Trustee Jan Reelitz was absent, excused. Also present: Lisa Waskin, SDL Director; Suzette Olson, HR, and Financial Manager for SDL; and, Meredith Sommers, Bayliss Public Library Manager.

**Public Comments on Agenda Items:** Oath of Office was given by Vice-President, Sheila Bergdoll to President, Karen McClenny. Karen was reappointed by the Chippewa County Commissioners to serve a three-year term on the SDL Board of Trustees.

**Discussion/Acceptance of Agenda:**

Motion for approval of the agenda made by Treasurer Roll, seconded by Secretary McConkey.

Discussion: None.

Motion passed unanimously.

**Business Items:**

**Approval of Minutes from the December 18, 2023, Regular Board Meeting -**

Motion for approval of the Minutes from the December 18, 2023, Regular Board Meeting was made by Vice-President Bergdoll and seconded by Trustee Orr.

Discussion: None

Motion approved unanimously.

**Financial Reports from December 2023:**

Motion by Secretary McConkey to accept the December 2023, Financial Reports. Seconded by Treasurer Roll.

Discussion: Director Waskin stated that the millage money has started to come in for the district.

Motion passed unanimously.

**Payment of Bills:**

Following a review of the expenses, the motion was made by Trustee Orr and seconded by Vice-President Bergdoll to approve payment of the bills as presented.

Discussion: Director Waskin explained that the check to the Friends of the Les Cheneaux Community Library was for rent money owed from the previous year's millage since more money was taken in than had been budgeted for the year, and the adjustment had not been made at the end of the fiscal year. Director Waskin had found the error during a recent review of the budget.

Motion passed unanimously.

**Information Items:**

**A. Library Director's Report:**

1. **Millage Campaign Update** – Director Waskin discussed the presentation that the board had from Cooperative Director, Dillon Geshel, on the various millage campaign initiatives, and that she felt the best course of action for the upcoming February ballot proposal was to put together an Information Campaign to let the community know about the upcoming proposal, and why the library feels an increase is necessary at this time, quoting statistics for library use, rising costs, the fact that the millage has actually decreased from 0.5mils to 0.4976 over the past ten years, how an increase will positively impact the library service area, and how much taxpayers can expect their taxes to go up if the millage passes. The board felt that this was also the best course of action given the abbreviated time frame before the election. President McClenny and Secretary McConkey will head up the millage campaign committee.
  
2. **Rent Payment for the Friends of Les Cheneaux Community Library** – Director Waskin reported that because the amount of millage that had come in during the previous fiscal year was higher than what was budgeted, the rent paid to the FLCCL was not quite half of the millage collected, and that SDL still owed them \$3,019.50 from FY2022-2023.
  
3. **Staff Day** – Director Waskin shared the details of the All-Staff Day scheduled for February 21<sup>st</sup> at the Pickford Community Library. The first half of the day will focus on MeL Databases Training, Mental Health, and an update from the Cooperative Director, and is open to people outside of SDL libraries. The second half will cover MERS Retirement benefits, budgets and policies, and Aflac for the staff. It will be our first All-Staff Day since Covid.

**B. Treasurer's Report:** Treasurer Roll shared that she had looked over the bills and signed the monthly checks on December 15<sup>th</sup>.

**C. Board President Comments:** President McClenny also shared that she had signed checks. She also discussed her plan for putting together the Millage Committee.

**D. Committee Reports:** None

**Action Items:**

**Unfinished Business:**

None

**New Business:**

**Discussion/Approval of Payment to the Friends of the Les Cheneaux Community Library for rent money owed for 2023 rent.**

A motion was made by Secretary McConkey to approve payment of the outstanding rent money owed to the Friends of the Les Cheneaux Community Library for the previous year. The motion was seconded by Treasurer Roll.

Discussion: None

Motion passed unanimously.

**Trustees' Comments:** The Board thanked Manager Sommers for hosting the meeting and providing snacks.

**Public Comments on Other Matters:** None

**Adjournment:**

Motion made by Vice-President Bergdoll and seconded by Trustee Orr to adjourn the meeting. Motion passed unanimously. The meeting was adjourned at 4:00 p.m.

\*Next meeting will be held on Thursday, February 29<sup>th</sup>, at 3:00pm, at the Bayliss Public Library.

Respectfully Submitted

*Lisa Waskin*

Lisa Waskin, District Director, Superior District Library

**SUPERIOR DISTRICT LIBRARY  
BOARD OF TRUSTEES REGULAR BOARD MEETING**

**Location:** Bayliss Public Library

**Date:** February 29, 2024

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**Call to Order:**

The meeting was called to order at 3:00 p.m. by Board President, Karen McClenny.

**Roll Call:**

Present: President Karen McClenny, Secretary Tim McConkey, Trustee Daryl Orr, Treasurer Cris Roll, and Vice-President Sheila Bergdoll. Trustee Jan Reelitz was absent, excused. Also present: Lisa Waskin, SDL Director; Suzette Olson, HR, and Financial Manager for SDL; and, Meredith Sommers, Bayliss Public Library Manager.

**Public Comments on Agenda Items:** Patron Jamie Bolen spoke about the millage. He was concerned about how it was handled and that we had lost. We explained that the paper was incorrect, and the millage had actually passed.

**Discussion/Acceptance of Agenda:**

Motion for approval of the agenda made by Treasurer McConkey, seconded by Secretary Roll.

Discussion: None.

Motion passed unanimously.

**Business Items:**

**Approval of Minutes from the January 22, 2024, Regular Board Meeting -**

Motion for approval of the Minutes from the January 22, 2024, Regular Board Meeting was made by Vice-President Bergdoll and seconded by Trustee Orr.

Discussion: None

Motion approved unanimously.

**Financial Reports from January 2024:**

Motion by Secretary McConkey to accept the January 22, 2024, Financial Reports. Seconded by Treasurer Roll.

Discussion: None

Motion passed unanimously.

**Payment of Bills:**

Following a review of the expenses, the motion was made by Vice-President Bergdoll and seconded by Trustee Orr to approve payment of the bills as presented.

Discussion: None

Motion passed unanimously.

**Information Items:**

**A. Library Director's Report:**

1. **Millage Campaign Update** – Director Waskin shared that unofficially the millage had passed, but that we were still waiting for the official reports from the counties.
  2. **MichiganCLASS Update** – Director Waskin reported that the money had been transferred from each account finally, and that the interest rate had increased to 5.314%, up from 5.114%.
  3. **Staff Day Summary** – Director Waskin reported that the Staff Day went very well. There were 30 employees in attendance and 1 member from the Sault Area Schools library. The speakers were interesting, especially Laura from MCLS on MeL Resources, and Tammy from MERS. At the end of the day, they also held a short Manager’s Meeting since all eight managers were in attendance.
- B. **Treasurer’s Report:** Treasurer Roll shared that she had looked over the bills and signed the monthly checks.
- C. **Board President Comments:** President McClenny went over the Officers positions for the board, as well as the committees.
- D. **Committee Reports:** Millage Campaign Committee – nothing to report

**Action Items:**

**Unfinished Business:**

None

**New Business:**

**Discussion/Approval of Officers for the Superior District Library Board of Trustees -**

A motion was made by Secretary McConkey to approve the slate of officers, which were President McClenny, Vice-President Bergdoll, Secretary McConkey, and Treasurer Roll. The motion was seconded by Treasurer Roll.

Discussion: None

Motion passed unanimously.

**Discussion/Approval of Deposit of MichiganCLASS Dividends and Set Up Direct Deposit for Future Dividends** – Motion made by Vice-President Bergdoll and seconded by Trustee Orr to set up Direct Deposit for MichiganCLASS dividends on current and future earnings.

Discussion: None

Motion passed unanimously.

**Trustees’ Comments:** None

**Public Comments on Other Matters:** Thank you from Manager Sommers to the Board for their support of the staff.

**Adjournment:** Motion made by Treasurer Roll and seconded by Secretary McConkey to adjourn the meeting. Motion passed unanimously. The meeting was adjourned at 4:00 p.m.

\*Next meeting will be held on Monday, April 22, 2024, at the Mollie R. Kahl Community Library.

Respectfully Submitted

*Lisa Waskin*

Lisa Waskin, District Director, Superior District Library

**SUPERIOR DISTRICT LIBRARY  
BOARD OF TRUSTEES REGULAR BOARD MEETING**

**Location:** Mollie R. Kahl Community Library

**Date:** April 22, 2024

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**Call to Order:**

The meeting was called to order at 3:00 p.m. by Board President, Karen McClenny.

**Roll Call:**

Present: President Karen McClenny, Secretary Tim McConkey, Trustee Daryl Orr, Treasurer Cris Roll, Vice-President Sheila Bergdoll, and Trustee Jan Reelitz. Also present: Lisa Waskin, SDL Director; and Suzette Olson, HR, and Financial Manager for SDL.

**Public Comments on Agenda Items:** None

**Discussion/Acceptance of Agenda:**

Motion for approval of the agenda made by Treasurer Roll, seconded by Secretary McConkey.

Discussion: None.

Motion passed unanimously.

**Business Items:**

**Approval of Minutes from the February 29, 2024, Regular Board Meeting -**

Motion for approval of the Minutes from the February 29, 2024, Regular Board Meeting was made by Secretary McConkey and seconded by Vice-President Bergdoll.

Discussion: None

Motion approved unanimously.

**Financial Reports from March\* and April 2024:**

Motion by Trustee Orr to accept the April 22, 2024, Financial Reports. Seconded by Trustee Reelitz

Discussion: None

Motion passed unanimously.

**Payment of the Bills:**

Following a review of the expenses for March\* and April 2024, the motion was made by Treasurer Roll and seconded by Secretary McConkey to approve payment of the bills as presented.

Discussion: None

Motion passed unanimously.

**Information Items:**

**A. Library Director's Report:**

- 1. Possible Building for SDL Administrative Offices**
- 2. Listening Tour for Strategic Planning –**
- 3. Advocacy Day Report**
- 4. Pickford Community Library Garden Project Update**

5. **Drummond Island Township Contract Revision**
6. **Les Cheneaux Community Library FOL Contract Revision**
7. **DeTour Area Schools Contract Revision for Drummond Island Library**
8. **Online Banking Account for Les Cheneaux Community Library Manager**
9. **Doodle Poll Demonstration**

- B. **Treasurer's Report:** Treasurer Roll shared that she had looked over the bills and signed the monthly checks.
- C. **Board President Comments:** President McClenny shared that she was glad to be back in Michigan after a month long visit with family in Indiana.
- D. **Committee Reports:** None
- E. **Communications:** None

**Action Items:**

**Unfinished Business:**

None

**New Business:**

**Discussion/Approval of Authorization for an Online Banking Account for Les Cheneaux Community Library, to be accessible by District Director, Lisa Waskin, and Library Manager, Jane French, for the purpose of monitoring the account.**

A motion was made by Trustee Orr to approve an online account for the First National Bank account for the Les Cheneaux Community Library. The motion was seconded by Treasurer Reelitz.

Discussion: None

Motion passed unanimously.

**Discussion/Approval of Deposit of Authorization to Begin the Process to submit a Contingency Contract for the Purchase of the Building Located at 110 Dawson St., Sault Ste. Marie, MI.** Motion made by Vice-President Bergdoll and seconded by Secretary McConkey to begin the process for the purchase of the building located at 110 Dawson St., Sault Ste. Marie, MI.

Discussion: None

Motion passed unanimously.

**Discussion/Approval to Authorize an Earnest Money Payment of \$7,000 towards the Purchase of the Building and Property located at 110 Dawson St., Sault Ste. Marie, MI –**

The motion was made by Treasurer Roll to authorize payment of a \$7,000.00 earnest money check for the purpose of purchasing the building located at 110 Dawson St., Sault Ste. Marie, MI. Motion was seconded by Secretary McConkey.

Discussion: None

Motion passed unanimously.



**Discussion/Approval of Authorization of District Director Waskin to Negotiate an Offer of \$300,000, and not to Exceed \$325,000 for the Purchase of the Building Located at 110 Dawson Street, Sault Ste. Marie, MI** – A motion was made to authorize District Director Waskin to negotiate an offer of \$300,000, and not to exceed \$325,000, for the purchase of the building located at 110 Dawson St., Sault Ste. Marie, MI 49783 by Trustee Orr. It was seconded by Secretary McConkey.

Discussion: None

Roll Call Vote – McClenny – Yay, Bergdoll – Yay, McConkey – Yay, Roll – Yay, Reelitz – Yay, Orr – Yay.

Motion passed unanimously.

**Trustees' Comments:** Thanked Manager Porterfield for hosting the board meeting. Thanked the Building Committee for all of their work on the building project.

**Public Comments on Other Matters:** None

**Adjournment:** Motion made by Secretary McConkey and seconded by Trustee Reelitz to adjourn the meeting. Motion passed unanimously. The meeting was adjourned at 4:20 p.m.

\*Next meeting will be held on Monday, May 20<sup>th</sup>, at 3:00 p.m. at the Lex Cheneaux Community Library in Cedarville, Michigan

Respectfully Submitted

*Lisa Waskin*

Lisa Waskin, District Director, Superior District Library

\*The Board meeting scheduled for March 25, 2024, was cancelled.

**SUPERIOR DISTRICT LIBRARY  
BOARD OF TRUSTEES SPECIAL BOARD MEETING**

**Location:** Bayliss Public Library

**Date:** May 8, 2024

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**Call to Order:**

The meeting was called to order at 2:00 p.m. by Board President, Karen McClenny.

**Roll Call:**

Present: President Karen McClenny, Secretary Tim McConkey, Trustee Daryl Orr, Treasurer Cris Roll, Vice-President Sheila Bergdoll, and Trustee Jan Reelitz. Also present: Lisa Waskin, SDL Director; Suzette Olson, HR, and Financial Manager for SDL; Meredith Sommers, Manager of Bayliss Public Library; and, Alex Pink, Adult Program Manager for Bayliss Public Library.

**Public Comments on Agenda Items:** None

**Discussion/Acceptance of Agenda:**

Motion for approval of the agenda made by Treasurer Roll, seconded by Secretary McConkey.

Discussion: None.

Motion passed unanimously.

**Information Items:** None

**Closed Session:** Pursuant to Section 8 (d) of the Michigan Open Meetings Act – To consider the purchase or lease of real property up to the time an option to purchase or lease that real property is obtained.

Motion to go into Closed Session made by Vice-president Bergdoll and seconded by Trustee Reelitz.

Discussion: None

Motion passed unanimously.

**Leave Closed Session:** A motion was made by Trustee Orr to leave closed session and go back into Open Session. Motion seconded by Vice-president Bergdoll.

Discussion: None

Motion passed unanimously.

**Action Items:**

**Unfinished Business:**

None

**New Business:**

**Discussion/Approval of the Offer of \$379,900 for the Purchase of the Property Located at 110 Dawson St. in Sault Ste. Marie, Michigan, with a One Year Warranty on the Property and Possession Upon Closing -**

A motion was made by Secretary McConkey to approve an offer of \$379,900 for the purchase of the property located at 110 Dawson St. in Sault Ste. Marie, MI, with a one-year warranty on the property and possession upon closing. The motion was seconded by Treasurer Roll.

Discussion: None

Motion passed unanimously.

**Discussion/Approval of a Loan for \$230,000 will be Obtained from Nicolet Bank at a Rate of 6% for 20 years.** - Motion made by Trustee Orr and seconded by Trustee Reelitz to approve a loan for \$230,000 to be obtained from Nicolet Bank at a rate of 6% for 20 years.

Discussion: None

Motion passed unanimously.

**Discussion/Approval of Downpayment of \$150,000 Obtained from the Balance Remaining at 4Front Credit Union Account, and the Remainder to Come from the Rosa Grout CD at Central Savings Bank.** – A motion was made by Vice-president Bergdoll and seconded by Secretary McConkey for a downpayment of \$150,000 to be obtained from the balance remaining in the 4Front Credit Union Account, with the remaining amount to come from the Rosa Grout CD at Central Savings Bank.

Discussion: None

Motion passed unanimously.

**Discussion/Approval to the Authorization of Superior District Library President, Karen McClenny; Treasurer, Cris Roll; and, District Director, Lisa Waskin; as Signatories for the Purchase of the Building and Property located at 110 Dawson St., Sault Ste. Marie, MI –**

The motion was made by Trustee Reelitz to approve the authorization of Superior District Library President, Karen McClenny; Secretary, Cris Roll; and, District Director, Lisa Waskin; as signatories for the purchase of the building and property located at 110 Dawson St., Sault Ste. Marie, MI Motion was seconded by Vice-president Bergdoll.

Discussion: None

Motion passed unanimously.

**Public Comments on Other Matters:** None

**Adjournment:** Motion made by Trustee Orr and seconded by Treasurer Roll to adjourn the meeting. Motion passed unanimously. The meeting was adjourned at 2:51p.m.

\*Next meeting will be held on Monday, May 20<sup>th</sup>, at 3:00 p.m. at the Lex Cheneaux Community Library in Cedarville, Michigan

Respectfully Submitted

*Lisa Waskin*

Lisa Waskin, District Director, Superior District Library



**SUPERIOR DISTRICT LIBRARY  
BOARD OF TRUSTEES REGULAR BOARD MEETING**

**Location:** Les Cheneaux Community Library

**Date:** May 20, 2024

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**Call to Order:**

The meeting was called to order at 3:01 p.m. by Board President, Karen McClenny.

**Roll Call:**

Present: President Karen McClenny, Secretary Tim McConkey, Trustee Daryl Orr, Treasurer Cris Roll, Vice-President Sheila Bergdoll, and Trustee Jan Reelitz. Also present: Lisa Waskin, SDL Director; Suzette Olson, HR, and Financial Manager for SDL; Jane French, Manager of Les Cheneaux Community Library; and, Julie Davis, President of the Friends of Les Cheneaux Community Library.

**Public Comments on Agenda Items:** Item number 3 under New Business was tabled until the June 25, 2024, Regular Board Meeting.

**Discussion/Acceptance of Agenda:**

Motion for approval of the amended agenda made by Secretary McConkey seconded by Trustee Reelitz

Discussion: None.

Motion passed unanimously.

**Business Items:**

**Approval of Minutes from the April 22, 2024, Regular Board Meeting -**

Motion for approval of the Minutes from the April 22, 2024, Regular Board Meeting was made by Trustee Orr and seconded by Treasurer Roll.

Discussion: None

Motion approved unanimously.

**Approval of Minutes from the May 8, 2024, Special Board Meeting –**

A motion was made by Vice-President Bergdoll to approve the minutes of the May 8, 2024, Special Board Meeting. The motion was seconded by Secretary McConkey.

Discussion: None

Motion approved unanimously.

**Financial Reports from April 2024:**

Motion by Treasurer Roll to accept the April 2024, Financial Reports. Seconded by Vice-President Bergdoll.

Discussion: None

Motion passed unanimously.

**Payment of the Bills:**

Following a review of the expenses for and April 2024, the motion was made by Trustee Orr and seconded by Vice-President Bergdoll to approve payment of the bills as presented.

Discussion: Director Waskin stated that the amount was higher than usual this month because both the rental payments for Engadine and Les Cheneaux were included in the bills.  
Motion passed unanimously.

**Information Items:**

**A. Library Director's Report:**

1. **Update on Purchase of Building at 110 Dawson St., SSM**
2. **Update on Financing for Purchase of Building at 110 Dawson St.**
3. **Drummond Island Township contract Revision**
4. **Les Cheneaux Community Library FOL Contract Revision**
5. **DeTour Area Schools Contract Revision for Drummond Island Library**
6. **Budget Revisions for FY2023-2024**
7. **Budget Proposal for FY2024-2025**

**B. Treasurer's Report:** Treasurer Roll shared that she had looked over the bills and signed the monthly checks.

**C. Board President Comments:** President McClenny thanked Jane and Julie for hosting the board meeting and thanked Jane for the delicious food.

**D. Committee Reports:**

**1. Contract Committee**

**E. Communications:** Director Waskin stated that they had received the communication accepting the offer for the purchase of the building at 110 Dawson.

**Action Items:**

**Unfinished Business:**

None

**New Business:**

**Discussion/Approval of Authorization for Adjustment to Loan Amount for Purchase of Building at 110 Dawson St. to Include Closing Costs, Inspections, Signage, Locks Changed, and Furnishings -**

A motion was made by Secretary McConkey to approve an increase of \$10,000 to the loan amount. The motion was seconded by Trustee Reelitz.

Discussion: None

Motion passed unanimously.

**Discussion/Approval of Deposit of Authorization to Begin the Process to submit a Contingency Contract for the Purchase of the Building Located at 110 Dawson St., Sault Ste. Marie, MI.** Motion made by Vice-President Bergdoll and seconded by Secretary McConkey to begin the process for the purchase of the building located at 110 Dawson St., Sault Ste. Marie, MI.

Discussion: None  
Motion passed unanimously.

**Discussion/Approval to Authorize an Earnest Money Payment of \$7,000 towards the Purchase of the Building and Property located at 110 Dowson St., Sault Ste. Marie, MI –**  
The motion was made by Treasurer Roll to authorize payment of a \$7,000.00 earnest money check for the purpose of purchasing the building located at 110 Dawson St., Sault Ste. Marie, MI. Motion was seconded by Secretary McConkey.

Discussion: None  
Motion passed unanimously.

**Discussion/Approval of Authorization of District Director Waskin to Negotiate an Offer of \$300,000, and not to Exceed \$325,000 for the Purchase of the Building Located at 110 Dawson Street, Sault Ste. Marie, MI –** A motion was made to authorize District Director Waskin to negotiate an offer of \$300,000, and not to exceed \$325,000, for the purchase of the building located at 110 Dawson St., Sault Ste. Marie, MI 49783 by Trustee Orr. It was seconded by Secretary McConkey.

Discussion: None  
Roll Call Vote – McClenny – Yay, Bergdoll – Yay, McConkey – Yay, Roll – Yay, Reelitz – Yay, Orr – Yay.  
Motion passed unanimously.

**Trustees' Comments:** Thanked Manager Porterfield for hosting the board meeting. Thanked the Building Committee for all of their work on the building project.

**Public Comments on Other Matters:** None

**Adjournment:** Motion made by Secretary McConkey and seconded by Trustee Reelitz to adjourn the meeting. Motion passed unanimously. The meeting was adjourned at 4:20 p.m.

\*Next meeting will be held on Monday, May 20<sup>th</sup>, at 3:00 p.m. at the Lex Cheneaux Community Library in Cedarville, Michigan

Respectfully Submitted

*Lisa Waskin*

Lisa Waskin, District Director, Superior District Library

\*The Board meeting scheduled for March 25, 2024, was cancelled.

**SUPERIOR DISTRICT LIBRARY  
BOARD OF TRUSTEES ANNUAL BUDGET HEARING MINUTES**

**Location:** Drummond Island Library

**Date:** June 25, 2024

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**Call to Order:**

The Budget Hearing for FY2024-2025 was called to order at 3:10 p.m. by Board President, Karen McClenny

**Roll Call:**

Present: Vice-President Sheila Bergdoll, Treasurer Cris Roll, Secretary Tim McConkey, Trustee Jan Reelitz, Trustee Daryl Orr and President Karen McClenny. Also present: Lisa Waskin, SDL District Director; Suzette Olson, HR/Finance Manager for SDL; Adeline Snyder, Assistant Bookkeeper for SDL; and, Debbie Baareman, Manager of Drummond Island Library

**Public Comments:** None

Director Waskin went over the Proposed Budget for FY2024-FY2025.

**Adjournment:**

Motion made by Secretary McConkey, seconded by Treasurer Roll, to adjourn the meeting.

Discussion: None

Motion passed unanimously.

Meeting adjourned at 3:17pm

Respectfully Submitted

**Lisa Waskin**

Lisa Waskin, District Director, Superior District Library



**SUPERIOR DISTRICT LIBRARY  
BOARD OF TRUSTEES REGULAR BOARD MEETING**

**Location:** Drummond Island Library

**Date:** June 25, 2024

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**Call to Order:**

The meeting was called to order at 3:19 p.m. by Board President, Karen McClenny following the Annual Budget Hearing.

**Roll Call:**

Present: President Karen McClenny, Secretary Tim McConkey, Trustee Daryl Orr, Treasurer Cris Roll, Vice-President Sheila Bergdoll, and Trustee Jan Reelitz. Also present: Lisa Waskin, SDL Director; Suzette Olson, HR, and Financial Manager for SDL; Adeline Snyder, Assistant Bookkeeper; and Debbie Baaremann, Manager of Drummond Island Library.

**Public Comments on Agenda Items:** The addition of Information Item 7, Paving repair for Bayliss Public Library, and Action Item 5, Discussion/Approval of Ball Construction repairing the concrete at the Bayliss Public Library at a cost of \$5,484.00.

**Discussion/Acceptance of Agenda:**

Motion for approval of the amended agenda made by Trustee Orr, seconded by Trustee Reelitz  
Discussion: None.

Motion passed unanimously.

**Business Items:**

**Approval of Minutes from the May 20, 2024, Regular Board Meeting -**

Motion for approval of the Minutes from the May 20, 2024, Regular Board Meeting was made by Secretary McConkey and seconded by Vice-President Bergdoll.

Discussion: None

Motion approved unanimously.

**Financial Reports from May 2024:**

Motion by Treasurer Roll to accept the April 2024, Financial Reports. Seconded by Trustee Orr.

Discussion: None

Motion passed unanimously.

**Payment of the Bills:**

Following a review of the expenses for May 2024, the motion was made by Vice President Bergdoll and seconded by Trustee Reelitz to approve payment of the bills as presented.

Discussion: HR/Bookkeeping Manager, Suzette Olson, stated that many of the libraries were getting in their last orders for books before the end of the fiscal year, so those bills were higher than usual.

Motion passed unanimously.

**Information Items:**

**A. Library Director's Report:**

1. Proposed Budget for FY2024-2025 – Director Waskin shared the proposed budget with the projected income and expenses for the upcoming fiscal year. With the purchase of the Dawson Street Building, additional operational costs will be incurred this year, which have been shown in the proposed budget. The proposed budget is balanced and conservative for expenses.
  2. Resolution to Re-appoint Trustee Daryl Orr as a Voting Member of the SLC Board as of June 25, 2024 – Trustee Orr will still be a voting member of the SLC Board this year with the SDL Board resolution. No one else is interested in the position at this time.
  3. Update on DeTour School and Public Library construction – Director Waskin reported that the library will be closed for most of the summer now, instead of the predicted two weeks because they now have to tear up the entire road in front of the school and library to replace the pipes that are damaged. Manager Stefanski has been busy finding venues for scheduled events and the school Superintendent is looking for places around town to provide internet services.
  4. Update on Purchase of 110 Dawson Street Building – all paperwork has been submitted and the closing is scheduled for 3pm on Friday, June 28<sup>th</sup> at the Title Insurance office on Ashmun.
  5. Change of date/location for August Board Meeting – because of the construction at the DeTour School and Public Library, and scheduling, we need to change the date and place for the August 2024 board meeting.
  6. Discussion of Staff Raises – Director Waskin shared that she was asking for a 4% across the board increase for all staff this year. In addition, two staff members will receive an additional pay raise based on changes in responsibilities over the last year and a half.
  7. Discussion of Paving Bill for Bayliss Public Library – Director Waskin shared the bill for the replacement of the walkways for the two handicapped entrances at the Bayliss Public Library. Broken bricks and cracked and heaving concrete have made the entrances dangerous. Because the cost is above the \$5,000 spending limit, Director Waskin is seeking approval from the board for the work and one-time expense.
- B. **Treasurer’s Report:** Treasurer Roll shared that she had looked over the bills and signed the monthly checks.
- C. **Board President Comments:** President McClenny thanked Debbie for hosting the board meeting.
- D. **Committee Reports:**
1. **Report from Trustee Orr on SLC Board Election Process**
- E. **Communications:** The board received a text from Real Estate Agent, Tina Kabelman regarding the closing date for the Dawson Street building.

**Action Items:**

**Unfinished Business:**

None

**New Business:**

**Discussion/Approval of FY2024-FY2025 Budget -**

A motion was made by Trustee Orr to approve the FY2024-2025 budget as presented. The motion was seconded by Secretary McConkey.

Discussion: None

Motion passed unanimously.

**Discussion/Approval of the Resolution to Re-Appoint Daryl Orr as a Voting Member of the Superiorland Library Cooperative Board -** Motion made by Treasurer Roll and seconded by Trustee Reelitz to approve the Resolution to Re-Appoint Trustee Daryl Orr as a Voting Member of the Superiorland Library Cooperative Board.

Discussion: None

Motion passed unanimously.

**Discussion/Approval to Change the Time, Date and Location of the August 2024, Regular Board Meeting -** The motion was made by Vice-President Bergdoll to change the August Board meeting to Wednesday, August 28, 2024, at 3pm to be held at the SDL Administrative Building, located at 110 Dawson St., in Sault Ste. Marie. Motion was seconded by Trustee Reelitz.

Discussion: None

Motion passed unanimously.

**Discussion/Approval of Staff Raises as Presented-** A motion was made to authorize District Director Waskin to issue raises to the SDL Staff per the FY2024-FY2025 Salary Scale, as well as a 4% raise for Director Waskin, by Vice-president Bergdoll. It was seconded by Trustee Orr.

Discussion: None

Motion passed unanimously.

**Trustees' Comments:** None

**Public Comments on Other Matters:** Manager Baaremann reported on the upcoming Summer Reading Program, the book sale, and the Baked Goods Bingo events coming up.

**Adjournment:** Motion made by Vice President Bergdoll and seconded by Treasurer Roll to adjourn the meeting. Motion passed unanimously. The meeting was adjourned at 4:20 p.m.

\*Next meeting will be held on Monday, July 22, at 3:00 p.m. at the Engadine Library in Engadine, Michigan

Respectfully Submitted

*Lisa Waskin*

Lisa Waskin, District Director, Superior District Library

**SUPERIOR DISTRICT LIBRARY  
BOARD OF TRUSTEES REGULAR BOARD MEETING**

**Location:** Engadine Public Library

**Date:** July 22, 2024

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**Call to Order:**

The meeting was called to order at 3:01 p.m. by Board President, Karen McClenny.

**Roll Call:**

Present: President Karen McClenny, Secretary Tim McConkey, Trustee Daryl Orr, Treasurer Cris Roll, and Trustee Jan Reelitz. Absent excused was Vice-president Sheila Bergdoll. Also present: Lisa Waskin, SDL Director; Suzette Olson, HR, and Financial Manager for SDL; Melanie Chaffin, Manager of Engadine Public Library; and Margie Long, resident.

**Public Comments on Agenda Items:** None

**Discussion/Acceptance of Agenda:**

Motion for approval of the agenda made by Trustee Orr, seconded by Treasurer Roll.

Discussion: None.

Motion passed unanimously.

**Business Items:**

**Approval of Minutes from the Budget Hearing on June 25, 2024 -**

Motion for approval of the Minutes from the Budget Hearing on June 25, 2024, was made by Trustee Reelitz and seconded by Trustee Orr.

Discussion: None

Motion approved unanimously.

**Approval of the Minutes from the Regular Board Meeting on June 25, 2024 –**

A motion was made by Secretary McConkey for the approval of the minutes from the Regular Board Meeting on June 25, 2024. Motion was seconded by Treasurer Roll.

Discussion: None

Motion passed unanimously.

**Financial Reports from June 2024:**

Motion by Treasurer Roll to accept the June 2024, Financial Reports. Seconded by Trustee Orr.

Discussion: None

Motion passed unanimously.

**Payment of the Bills:**

Following a review of the expenses for June 2024, the motion was made by Trustee Reelitz and seconded by Secretary McConkey to approve payment of the bills as presented.

Discussion: None

Motion passed unanimously.

**Information Items:**

**A. Library Director's Report:**

1. Update on DeTour School and Public Library construction – Director Waskin reported that the library remains closed while work continues. Manager Stefanski was able to find venues for her various programs, and it seems to be going okay. We do not have a date for when it will reopen yet.
2. Update on Pickford Community Library Outdoor Reading construction – the work on the outdoor space has been delayed due to the rain. The area is ready to have the concrete poured once the weather cooperates. There will also be an enclosure placed around the entire backyard area once the work is completed to ensure safety from both the ditch behind the library and the traffic areas of the parking lot and the alley next door.
3. Update on 110 Dawson Street Building – Director Waskin reported that the repairs indicated from the building inspection have started. Scott Olson is working with SLC to install internet services and phones. National Office brought in the furniture donated by the credit union and set it up. And staff hope to move in sometime in August. A grand opening will be planned for the Fall.
4. FY2024-2025 Tax Resolution – Director Waskin presented the resolution for approval that will be sent to the counties and townships to release the millage funds for the district for the upcoming fiscal year.
5. Approved Banking Institutions for FY2024-2025 – Director Waskin shared the list of approved banking institutions in the area. The list remained the same with the addition of MichiganCLASS.

**B. Treasurer's Report:** Treasurer Roll shared that she had looked over the bills and signed the monthly checks.

**C. Board President Comments:** President McClenny thanked Melanie for hosting the board meeting.

**D. Committee Reports:**

1. **Board Retreat** – The board discussed possible dates for the Board Retreat. President McClenny has offered to host the Board Retreat in her new space at her home. Director Waskin will confirm availability with President McClenny and send out a Doodle Poll with possible dates for the retreat which will take place in November 2024.

**E. Communications:** Trustee Orr shared information on the Board election process changes for the Superiorland Library Board.

**Action Items:**

**Unfinished Business:**

None

**New Business:**

**Discussion/Approval of FY2024-FY2025 Tax Resolution -**

A motion was made by Secretary McConkey to approve the FY2024-2025 Tax Resolution. The motion was seconded by Treasurer Roll.

Discussion: None  
Motion passed unanimously.

**Discussion/Approval of the Approved Banking Institutions that SDL Will Do Business With** - Motion made by Trustee Reelitz and seconded by Trustee Orr to approve the Approved Banking Institutions for SDL for the upcoming year.

Discussion: There was discussion on whether to keep the 4Front Credit Union on the list since we had closed the account there. It was decided that SDL would keep them on for this year since we were still wrapping up the fiscal year and revisit the list next year and assess.  
Motion passed unanimously.

**Trustees' Comments:** None

**Public Comments on Other Matters:** Manager Chaffin reported on the book sale, and various events coming up at the Engadine Library.

**Adjournment:** Motion made by Treasurer Roll and seconded by Secretary McConkey to adjourn the meeting. Motion passed unanimously. The meeting was adjourned at 3:37 p.m.

\*Next meeting will be held on Wednesday, August 28, 2024, at 3:00 p.m. at the Superior District Library Administration Building located at 110 Dawson St., Sault Ste. Marie, MI

Respectfully Submitted

*Lisa Waskin*

Lisa Waskin, District Director, Superior District Library

**SUPERIOR DISTRICT LIBRARY  
BOARD OF TRUSTEES REGULAR BOARD MEETING**

**Location:** SDL Administrative Building

**Date:** August 28, 2024

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**Call to Order:**

The meeting was called to order at 3:03 p.m. by Board President, Karen McClenny.

**Roll Call:**

Present: President Karen McClenny, Secretary Tim McConkey, Trustee Daryl Orr, Treasurer Cris Roll, Trustee Jan Reelitz, and Vice-president Sheila Bergdoll. Also present: Lisa Waskin, SDL Director; Suzette Olson, HR, and Financial Manager for SDL; Meridith Sommers, Manager of Bayliss Public Library; Adeline Snyder, HR/Bookkeeping Assistant; and Alex Pink, Adult Program Manager at Bayliss Public Library.

**Public Comments on Agenda Items:** None

**Discussion/Acceptance of Agenda:**

Motion for approval of the agenda made by Treasurer Roll, seconded by Trustee Reelitz.

Discussion: None.

Motion passed unanimously.

**Business Items:**

**Approval of the Minutes from the Regular Board Meeting on July 22, 2024 –**

A motion was made by Secretary McConkey for the approval of the minutes from the Regular Board Meeting on July 22, 2024. Motion was seconded by Trustee Orr.

Discussion: None

Motion passed unanimously.

**Financial Reports from July 2024:**

Motion by Vice-President Bergdoll to accept the July 2024, Financial Reports. Seconded by Trustee Orr.

Discussion: None

Motion passed unanimously.

**Payment of the Bills:**

Following a review of the expenses for July 2024, the motion was made by Secretary McConkey and seconded by Treasurer Roll to approve payment of the bills as presented.

Discussion: None

Motion passed unanimously.

**Information Items:**

**A. Library Director's Report:**

1. Update on DeTour School and Public Library and Pickford Community Library construction projects – Director Waskin reported that the library is supposed to open on September 3<sup>rd</sup> along with the school, but after her visit on August 26<sup>th</sup>,

she finds it hard to believe that they will have the work completed to a point which would allow the school to open on time. The library is in shambles, the floors in the hallway are not finished, and the large gym is piled high with boxes and furniture.

The Pickford Library outdoor patio concrete still has not been poured due to weather delays and other jobs on the contractor's agenda. A fence also still needs to be put along the ditch in the back for safety and gates placed at either end of the area so children cannot easily access the parking lot or alley behind the library.

2. Update on 110 Dawson Street Building – Director Waskin reported that the electrical repairs had been completed, the internet and wiring was going in, computers and phones were ordered, furniture was delivered and set up, and they were hoping to move over in September to the new building.
  3. Update on Drummond Island Township Contract, DeTour Area School's contract for the Drummond Island Library, and the Drummond Island Millage – The contract with the Township was signed and is on the agenda to be approved at the August meeting. The proposed contract was presented by Director Waskin to the DeTour Area School Board at their board meeting on August 26<sup>th</sup>. A couple of changes need to be made and it will be presented again at the September meeting for approval. The Drummond Island millage renewal passed easily. It is for a five-year time period.
  4. Update on the DeTour Township Millage – The DeTour Township had a special meeting, and the millage renewal will be on the November 2024 ballot.
- B. **Treasurer's Report:** Treasurer Roll shared that she had looked over the bills and signed the monthly checks.
- C. **Board President Comments:** President McClenny asked Trustee Orr to speak on the SLC Election.
- D. **Committee Reports:** None
- E. **Communications:** Director Waskin shared about the library article by Sharon Kennedy in the Sault News, that author Steve Hamilton would be presenting at Bayliss PL on September 3<sup>rd</sup>, and that she had been awarded one of 50 spots in a Library of Michigan workshop on Appreciative Inquiry for September 4<sup>th</sup> and 5<sup>th</sup>, and that the LofM would be paying all costs.

**Action Items:**

**Unfinished Business:**

None

**New Business:**

**Discussion/Approval of the Drummond Island Township/SDL Contract for Services-**

A motion was made by Treasurer Ross to approve the Contract for Services between SDL and the Drummond Island Township. The motion was seconded by Trustee Reelitz.

Discussion: None

Motion passed unanimously.

**Trustees' Comments:** None



**Public Comments on Other Matters:** The Board Retreat menu was discussed, with the suggestion that board members bring heavy hors d'oeuvres, desserts, and beverages.

**Adjournment:** Motion made by Vice-President Bergdoll and seconded by Trustee Orr to adjourn the meeting. Motion passed unanimously. The meeting was adjourned at 4.01 p.m.

\*Next meeting will be held on Monday, September 23, 2024, at 3:00pm at the Brevort Township Library in Moran, MI

Respectfully Submitted

*Lisa Waskin*

Lisa Waskin, District Director, Superior District Library

**SUPERIOR DISTRICT LIBRARY  
BOARD OF TRUSTEES REGULAR BOARD MEETING**

**Location:** Les Cheneaux Community Library, Cedarville

**Date:** October 28, 2024

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**Call to Order:**

The meeting was called to order at 3:05 p.m. by Board President, Karen McClenny.

**Roll Call:**

Present: President Karen McClenny, Secretary Tim McConkey, Trustee Daryl Orr, Treasurer Cris Roll, Trustee Jan Reelitz, and Vice-president Sheila Bergdoll. Also present: Lisa Waskin, SDL Director; Suzette Olson, HR, and Financial Manager for SDL; Jane French, Manager of Les Cheneaux Community Library; and Adeline Snyder, HR/Bookkeeping Assistant.

**Public Comments on Agenda Items:** None

**Discussion/Acceptance of Agenda:**

Motion for approval of the agenda made by Vice-President Bergdoll, seconded by Treasurer Roll.

Discussion: None.

Motion passed unanimously.

**Business Items:**

**Approval of the Minutes from the Regular Board Meeting on August 28, 2024 –**

A motion was made by Secretary McConkey for the approval of the minutes from the Regular Board Meeting on August 28, 2024. Motion was seconded by Trustee Orr.

Discussion: None

Motion passed unanimously.

**Financial Reports from August and September 2024:**

Motion by Treasurer Roll to accept the August and September 2024, Financial Reports.

Seconded by Trustee Reelitz.

Discussion: None

Motion passed unanimously.

**Payment of the Bills:**

Following a review of the expenses for August, September and October 2024, the motion was made by Vice-President Bergdoll and seconded by Trustee Orr to approve payment of the bills as presented.

Discussion: None

Motion passed unanimously.

**Information Items:**

**A. Library Director's Report:**

1. Update on the patio work at Pickford Community Library – Director Waskin reported that the Pickford Library outdoor patio concrete still has not been poured

due to weather delays and other jobs on the contractor's agenda. A fence also still needs to be put along the ditch in the back for safety and gates placed at either end of the area so children cannot easily access the parking lot or alley behind the library. At this point, Pat Fagan does not feel that he will be able to get the job completed and will be issuing a refund to the library.

2. Update on 110 Dawson Street Building – Director Waskin reported that they have moved into the new building and are now operating from there.
  3. Portage Township Tax Waiver – The tax waiver for the households located in Portage Township that are in the Superior District Library service area since they are located in the Engadine School District expired on August 25, 2024. An email was received by President McClenny from the Portage Township Treasurer stating that the waiver was still in effect and also requesting that the SDL continue to waive the taxes for those residents. Director Waskin was included in the email, but since her email address was incorrectly entered, she did not receive the email from them. A paper letter was sent to President McClenny and Director Waskin with the same information. Director Waskin responded with a copy of the waiver agreement which had the date of signing in August of 2024, which signified that it had expired. She also stated that the SDL was not interested in continuing to waive the fees since they had done so for the past ten years, and that the Curtis Library was no longer part of the SDL service area, so they would be collecting taxes on those households for library services.
  4. Reappointment of Trustees – Trustees Orr and Bergdoll are up for reappointment at the end of the calendar year, 2024. Both are interested in being reappointed so will be reapplying to continue on the board.
  5. Audit Update – The audit was performed the week of October 8<sup>th</sup>. There were no significant issues found. One correction was regarding how the Penal Fines were being added to the budget when they were paid in August, and that the final budget had to be approved by June 30<sup>th</sup> before they came in. The audit will be presented to the board at the December 2024 meeting.
  6. Health Insurance Update – Director Waskin reported that the projected increase for health insurance for the district will be 11% this year. The insurance review committee will meet prior to the November meeting to look over the options. The board will vote at the November board meeting on any changes or updates to the insurance plan for the district.
  7. Tax Rate Question – It was discovered that the millage rate in the annual report was based on last year's rate. The new rate with additional Headlee Act decreases should have been 0.4967, instead of 0.4976. The corrected forms were filed for this year. However, since the ballot question used the old rate, and the voted-on rate of 0.9976 was approved, the rate for the millage next year will be the higher amount, so some Headlee Rollback money was regained in the millage increase this year.
- B. **Treasurer's Report:** Treasurer Roll shared that she had looked over the bills and signed the monthly checks.
- C. **Board President Comments:** President McClenny spoke about the upcoming Board Retreat on November 11<sup>th</sup> and asked that the time be changed to later in the day, or

the retreat be changed to a different day. It was decided that the retreat would be rescheduled to 1pm-4pm on Monday, November 11<sup>th</sup>.

D. **Committee Reports:** None

E. **Communications:** Just the letter from Portage Township regarding the tax waiver, which was previously discussed.

**Action Items:**

**Unfinished Business:**

None

**New Business:**

**Discussion/Approval of the Discontinuation of the Waiver for Portage Township Residents in the Superior District Library Service Area-**

A motion was made by Treasurer Roll to not renew the tax waiver for Portage Township residents residing in the Superior District Library Service Area. The motion was seconded by Trustee Orr.

Discussion: None

Motion passed unanimously.

**Discussion/Approval of the Amendment to the Tax Rate for Millage Collection for FY2024-2025** – A motion was made by Vice-President Bergdoll and seconded by Secretary McConkey to approve the amendment of the tax rate for the millage for FY2024-2025 to reflect the correct rate of 0.4967.

Discussion: None

Motion passed unanimously.

**Trustees' Comments:** Various board members thanked Jane for hosting the meeting and for the delicious food.

**Public Comments on Other Matters:** Library Manager Jane French shared the upcoming events at the Les Cheneaux Community Library and the successful event they had held on Saturday, October 26<sup>th</sup> for the new Ojibwa Library Collection.

Director Waskin expressed gratitude for the support of the board in allowing her to work remotely while helping her mother with caring for her stepfather in September for two weeks after a stay at the hospital.

**Adjournment:** Motion made by Trustee Reelitz and seconded by President McClenny to adjourn the meeting. Motion passed unanimously. The meeting was adjourned at 3:50 p.m.

\*Next meeting will be held on Monday, November 18, 2024, at 3:00pm at the Pickford Community Library.

Respectfully Submitted

*Lisa Waskin*

Lisa Waskin, District Director, Superior District Library

**SUPERIOR DISTRICT LIBRARY  
BOARD OF TRUSTEES REGULAR BOARD MEETING**

**Location:** Pickford Community Library

**Date:** November 18, 2024

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**Call to Order:**

The meeting was called to order at 3:11 p.m. by Board President, Karen McClenny.

**Roll Call:**

Present: President Karen McClenny, Secretary Tim McConkey, Trustee Daryl Orr, Treasurer Cris Roll, Trustee Jan Reelitz, and Vice-president Sheila Bergdoll. Also present: Lisa Waskin, SDL Director; Suzette Olson, HR, and Financial Manager for SDL; Emily Hyde, Pickford Community Library Manager; and Adeline Snyder, HR/Bookkeeping Assistant.

**Public Comments on Agenda Items:** None

**Discussion/Acceptance of Agenda:**

Motion for approval of the agenda made by Vice-President Bergdoll, seconded by Treasurer Roll.

Discussion: None.

Motion passed unanimously.

**Business Items:**

**Approval of the Minutes from the Regular Board Meeting on October 28, 2024 –**

A motion was made by Secretary McConkey for the approval of the minutes from the Regular Board Meeting on October 28, 2024. Motion was seconded by Trustee Orr.

Discussion: None

Motion passed unanimously.

**Financial Reports from October 2024:**

Motion by Vice-President Bergdoll to accept the October 2024, Financial Reports. Seconded by Treasurer Roll.

Discussion: None

Motion passed unanimously.

**Payment of the Bills:**

Following a review of the expenses for October 2024, the motion was made by Secretary McConkey and seconded by Trustee Orr to approve payment of the bills as presented.

Discussion: None

Motion passed unanimously.

**Information Items:**

**A. Library Director's Report:**

1. Health Insurance Update – Director Waskin shared that the Insurance Review Committee, comprising of Trustees Roll and McConkey had met with her to go over the various insurance plans.

2. Board Retreat – Director Waskin shared that she was pleased at the information and discussion at the Retreat on November 11<sup>th</sup> and felt that they all had good ideas moving forward.
3. Bank Account Signers – When the SDL was formed, all individual library bank accounts were supposed to be switched to just the Manager and the SDL Director as signers. It was recently discovered that the Les Cheneaux Community Library still had Diane Cochran listed as a signer at the First National Bank.
4. Meeting Dates for Calendar Year 2025 – Director Waskin explained why Mondays were not the best day of the week and had drafted alternative schedules for both a Tuesday meeting and a Wednesday meeting. It was decided that the board would move to Wednesday afternoon starting in January. Director Waskin would draft a final proposed schedule and share it with the managers before it was finalized so the Board decided to table the Approval until December’s meeting.

B. **Treasurer’s Report:** Treasurer Roll shared that she had looked over the bills and signed the monthly checks.

C. **Board President Comments:**

D. **Committee Reports:**

1. Insurance Review Committee – The Committee recommended staying with the current health insurance plans. The increase will be 11% this upcoming year.
2. Strategic Planning Committee – The Committee met and discussed Mission, Vision and Value Statements. Shelby Thomas, Marketing Manager, will be working on a draft proposal from the information discussed. The next meeting will be in December, just prior to the board meeting.

E. **Communications:** Email from Linda Blanchard at Curtis Library to SDL Manager Melanie Chaffin asking about the cardholders who were residents in Portage Township. Director Waskin drafted a response and SLC Director Dillon Geshel will speak with Linda about what is appropriate communication between libraries moving forward.

**Action Items:**

**Unfinished Business:**

None

**New Business:**

**Discussion/Approval of the Health Insurance Plan for Calendar Year 2025 -**

Treasurer Roll made a motion to approve the renewal of the Simply Blue PPO Plus, the Simply Blue HSA PPO Option 1, the Blue Dental PPO Plus with orthodontia, and the Blue Vision 12/12/12 plans for Calendar Year 2023, for all eligible employees. The motion was seconded by Secretary McConkey.

Discussion: None

Motion passed unanimously.

**Discussion/Approval of the Removal of Diane Cochran as a signer on the Les Cheneaux Community Library bank account at First National Bank -**

A motion was made by Trustee Reelitz and seconded by Vice-President Bergdoll to approve the removal of Diane Cochran as a signer on the Les Cheneaux Community Library bank account at the First National Bank. Manager Jane French and Director Lisa Waskin will remain as the only signers on the account.

Discussion: None

Motion passed unanimously.

**Discussion/Approval of Board Meeting Dates for Upcoming Year** – Tabled until December Board Meeting.

**Trustees' Comments:** Various board members thanked Emily for hosting the meeting and for the snack. Trustee Orr shared that the Superiorland Library Cooperative Board meeting will be on December 11<sup>th</sup>.

**Public Comments on Other Matters:** Library Manager Emily Hyde shared that they had a successful book sale and that the Pickford PTA was now holding the Scholastic Book Fair at the library in the community room.

**Adjournment:** Motion made by Trustee Orr and seconded by Secretary McConkey to adjourn the meeting. Motion passed unanimously. The meeting was adjourned at 3:52 p.m.

\*Next meeting will be held on Monday, December 16, 2024, at 3:00pm at the Superior District Library Administration Building at 110 Dawson Street, Sault Ste Marie, MI

Respectfully Submitted

*Lisa Waskin*

Lisa Waskin, District Director, Superior District Library

**SUPERIOR DISTRICT LIBRARY  
BOARD OF TRUSTEES REGULAR BOARD MEETING**

**Location:** SDL Administrative Building

**Date:** December 16, 2024

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**Call to Order:**

The meeting was called to order at 3:00 p.m. by Board President, Karen McClenny.

**Roll Call:**

Present: President Karen McClenny, Secretary Tim McConkey, Trustee Daryl Orr, Treasurer Cris Roll, and Vice-president Sheila Bergdoll. Trustee Jan Reelitz was absent, excused. Also present: Lisa Waskin, SDL Director; Suzette Olson, HR, and Financial Manager for SDL; Emily Hyde, Pickford Community Library Manager; and Adeline Snyder, HR/Bookkeeping Assistant.

**Public Comments on Agenda Items:** None

**Discussion/Acceptance of Agenda:**

Motion for approval of the agenda made by Vice-President Bergdoll, seconded by Secretary McConkey.

Discussion: None.

Motion passed unanimously.

**Presentation of the FY2023-2024 Audit from Anderson/Tackman Ken Talsma**

Ken Talsma, from Anderson/Tackman stated that the audit for FY 2023-2024 was Unmodified, which is the best outcome for the audit. There were no material weaknesses or sufficient deficiencies. Under Comments and Recommendations just to be aware of the new updates to the Sick and Vacation time off and the separation of duties. The budget was on the positive side at the end of the year.

**Business Items:**

**Approval of the Minutes from the Regular Board Meeting on November 18, 2024 –**

A motion was made by Treasurer Roll for the approval of the minutes from the Regular Board Meeting on November 16, 2024. Motion was seconded by Trustee Orr.

Discussion: None

Motion passed unanimously.

**Financial Reports from November 2024:**

Motion by Secretary McConkey to accept the November 2024, Financial Reports. Seconded by Vice-President Bergdoll.

Discussion: None

Motion passed unanimously.

**Payment of the Bills:**

Following a review of the expenses for November 2024, the motion was made by Trustee Orr and seconded by Treasurer Roll to approve payment of the bills as presented.



Discussion: Secretary McConkey asked about the Blue Cross/Blue Shield bill. Director Waskin explained that it was for both December and January since the December bill had not come in by the time of the November board meeting. HR/Finance Manager Olson shared information about the rate increase for the upcoming year, and information on the two different plans that staff had selected.

Motion passed unanimously.

#### **Information Items:**

##### **A. Library Director's Report:**

1. Meeting Dates for Calendar Year 2025 – Director Waskin presented the Board Meeting Schedule for 2025, which had been tabled from the previous meeting to verify some of suggested changes. All of the managers and board members stated that the dates worked for them.
2. Seal Trust CD – Director Waskin explained that money from the Seal Trust, which is set up to provide funds for the Children's Department at Bayliss Public Library, needs to be transferred to the operating funds to cover purchases made for the time period from FY2021-2024, in the amount of \$2,624.30.
3. Bayliss Trust Fund – Director Waskin explained that money from the Bayliss Trust Fund, which is used for maintenance on the Bayliss Public Library, needed to be transferred to the operating account to cover the expenses made during FY2024-2025, for maintenance projects on the library.
4. Audit Report and Presentation – Director Waskin referred to the comments made by Ken Talsma on the audit.

**B. Treasurer's Report:** Treasurer Roll shared that she had looked over the bills and signed the monthly checks.

**C. Board President Comments:** Thanked Director Waskin and Treasurer Roll for the meal and dessert.

##### **D. Committee Reports:**

1. Strategic Planning Committee –Shelby Thomas, Marketing Manager, was not able to attend the meeting but had drafted four proposed Mission Statements from the information discussed. The entire board sat in on the meeting, along with Manager Hyde, HR/Finance Manager Olson, and HR/Finance Assistant Snyder. The group discussed the options and came up with a new Mission Statement that will be presented at the next Board Meeting for approval. The group also discussed changing one of the four pillar words from Fairness to Empathy. The next Strategic Planning Committee meeting will be in January via Zoom. The committee will discuss a new Vision Statement for the District. Director Waskin will be sending out a Doodle Poll to schedule the meeting after the Christmas holiday.

**E. Communications:** Email from Jane French, Manager of the Les Cheneaux Community Library, inviting everyone to their Christmas party on Wednesday, December 18<sup>th</sup>.

#### **Action Items:**

## **Unfinished Business:**

**Discussion/Approval of Board Meeting Dates for 2025** – A motion was made by Treasurer Roll to approve the meeting dates and locations for 2025 as presented. Motion was seconded by Vice-President Bergdoll.

Discussion: None

Motion passed unanimously.

## **New Business:**

**Discussion/Approval of Transfer of \$2,624.30 from the Seal Trust to the Bayliss Budget for the Children's Department Expenses** - Treasurer Roll made a motion to approve the transfer of \$2,624.30 from the Seal Trust fund to the Huntington Savings Account for the Bayliss Public Library Children's Department expenses for FY2021-FY2024. The motion was seconded by Vice-President Bergdoll.

Discussion: None

Motion passed unanimously.

**Discussion/Approval of Changing the Seal Trust CD (at 4Front Credit Union) to a 3 year CD with an Interest Rate of 3.15% from the current CD (which is at a rate of 1.9%) and to Remain at 4Front Credit Union** - A motion was made by Trustee Orr and seconded by Secretary McConkey to approve the changing the Seal Trust CD (at 4Front Credit Union) to a 3 year CD with an Interest Rate of 3.15% from the current CD (which is at a rate of 1.9%) and to remain at 4Front Credit Union.

Discussion: None

Motion passed unanimously.

**Discussion/Approval of the Transfer of \$15,440.50 From the Bayliss Trust at Central Savings Bank to the Bayliss Money Market Account for Operating at Huntington Savings Bank for Maintenance Work at Bayliss Public Library** – A motion was made by Treasurer Roll for the approval of transfer of \$15,440.50 from the Bayliss Trust at Central Savings Bank to the Bayliss Money Market Account for Operating at Huntington Savings Bank for Maintenance Work at Bayliss Public Library during FY2024-2025. Motion was seconded by Vice-President Bergdoll.

Discussion: None

Motion passed unanimously.

**Discussion/Approval of the Audit for FY2023-2024** – Secretary McConkey made a motion to approve the Audit for Superior District Library for the FY2023-2024 as presented. Motion was seconded by Treasurer Roll. By a Roll Call Vote, with McClenny aye, Orr aye, Roll aye, Bergdoll aye, McConkey aye, and Reelitz absent – the vote was approved by a vote of 5 – 0.

**Trustees' Comments:** Various board members thanked Lisa for hosting the meeting and for the dinner, and Cris for the delicious dessert.

Trustee Orr gave an update on the Superiorland Library Cooperative Board meeting and that they have a full board of nine, and the officers have been elected.

**Public Comments on Other Matters:** None

**Adjournment:** Motion made by Vice-President Bergdoll and seconded by Trustee Orr to adjourn the meeting. Motion passed unanimously. The meeting was adjourned at 3:54 p.m.

\*Next meeting will be held on Wednesday, January 22, 2025, at 3:00pm at the Bayliss Public Library, located at 541 Library Drive, Sault Ste Marie, MI

Respectfully Submitted

*Lisa Waskin*

Lisa Waskin, District Director, Superior District Library