

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

Location: SDL Administrative Building

Date: December 16, 2024

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 18th.

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