

**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