

**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