

# MANCHESTER DISTRICT LIBRARY

Meeting Minutes January 6, 2022

- I. Call to order 7:05pm
  - A. Present: Fritz Swanson, Matt Cook, Gary Seguin, Elissa Weidmayer, Christine Krause, David Nelson
  - B. Absent: Susan Layher, Wayne Barnett
- II. Approval of agenda PASSED
- III. Approval of minutes - December 2, 2021 PASSED
- IV. Correspondence
  - Thank you from Shannon Brown regarding Dolly Parton Imagination Library.
  - Thank you from Fire department for Library participation in Toy Donations
  - Letter from Lawyer
    - Billing Rate increase to \$225/hour (from \$200/hour)
    - Yearly increases of not more than 5% after 2022
    - Kathy recommends we accept the rate increase
      - Because of their expertise
      - And our long relationship with the firm
- V. Public comment NONE
- VI. Director's report ATTACHED
- VII. Financial report
  - Gary moves to pay the bills, Christine seconds
  - All vote to approve
- VIII. Committee report NONE
- IX. Old business NONE
- X. New business AUDIT for next month
  
- XI. Adjourn 7:22pm

# MANCHESTER DISTRICT LIBRARY

Meeting Minutes February 3, 2022

1. Call to order 7:07pm
  1. Attendance: Alex McKay, Christine Krause, Matt Cook, Gary Seguin, Fritz Swanson, David Nelson
  2. Absent: Elissa Weidmayer, Wayne Barnett
1. Approval of agenda Matt moves, David Seconds. Passed
2. Approval of minutes - January 2, 2022 Gary Moves, Matt seconds. Passed
- IV. Correspondence
  - Dolly Parton Imagination Library Update, things going well
- V. Public comment NONE
- VI. Director's report ATTACHED
- VII. Financial report
  - PAY THE BILLS: Gary Moves, Matt Seconds
  - APPROVED UNANIMOUSLY
- VIII. Committee report NONE
- IX. Old business -audit Nothing new in the audit.
  - Auditors concerned that our Checking account balance is too high to be fully protected by FDIC insurance.
  - Fritz Moves and Chris seconds moving \$200k from Checking to J-Fund.
  - Approved Unanimously.
- X. New business NONE
- XI. Adjourn 7:35pm

Meeting Minutes March 3 , 2022

## MANCHESTER DISTRICT LIBRARY

Meeting Agenda March 3, 2022

- I. Call to order -7:03 pm a) present: Wayne Barnett, Matthew Cook, David Nelson, Alex McKay, Gary Seguin, Elissa Weidmayer  
b) absent: Christine Krause, Fritz Swanson
- II. Approval of agenda -delete audit from old business. Add Building to committee report. Matt moves, Gary seconds -all yes
- III. Approval of minutes - February 3, 2022 . Matt moves, Alex seconds - all yes.
- IV. Correspondence -Huntington Bank CD renewal letter
- V. Public comment -none
- VI. Director's report
- VII. Financial report -amend balance sheet to reflect transfer from checking to J fund. Amend Feb. report line 170-851(-\$2,000). Motion to pay the bills Matt, second Gary-all yes.
- VIII. Committee report -
  - a) Policy: tabled, Kathy will review school policies.
  - b) Building: board looked at storage area and possible rental on lower level of building. Gary moves, Elissa seconds that we pursue renting space on the lower level. All yes.
- IX. Old business -none
- X. New business -none
  
- XI. Adjourn 7:55

## Manchester District Library Meeting April 7th 2022

I. Call to order 7:03

a) present: Wayne Barnett, Alex McKay, Christine Krause, Gary Seguin, Matthew Cook, David Nelson, Elissa Weidmayer

b) Absent- Fritz Swanson

II. Approval of agenda - add to new business -discussion of next year's budget  
Matt moves Gary seconds - all approve

III. Approval of minutes March 3rd, 2022 Gary moves, Wayne seconds  
Abstain- Christine Krause Approve -all others.

IV. Correspondence- None

V. Public comment- None

VI. Directors report -

VII. Financial report-

Reviewed March financials

Need to add in bills summary

\$ 21602.84 Clinton library

\$946.77 Line 712 hotspot bills summary was incorrect.

Numbers are correct on income and spending sheet.

Matt proposes to pay the bills based on numbers from income and spending sheet.

Gary seconds

Voice Vote: all approve.

Proposed budget adjustment sheet proposed by Gary

Change to line 170-715 delete linked in learning -10K

New budget total of \$492,430.

Gary moves, Elissa seconds.

Voice vote: approved by all.

VII. Committee report

Building committee- the village agreed to rent a room to us. Next step: Village sending library's proposal to lawyer.

Policy- pictures policy - Kathy working on verbiage

IX. Old business - none

X. New business- Assistant treasurer position in Library bylaws - duties stands in for treasurer, helps with treasurer as needed. Matt makes a motion to have Alex serve as an interim assistant treasurer until the May meeting when officers are elected.

Wayne seconds

All approve

Upcoming annual meeting.

May standard meeting. Gary proposes we have June 2nd 7PM annual meeting & standard meeting.

Matt seconds All approve. Kathy will prepare legal notice.

Proposed 22/23 budget

Reviewed the proposed budget sheet and made some changes. We will review it again at the next meeting.

Adjourned 8:00.

# MANCHESTER DISTRICT LIBRARY

Meeting Minutes May 5, 2022

- I. Call to order 7:03pm
  - A. Attendance: Alex McKay, Wayne Barnett, Christine Krause, Gary Seguin, David Nelson, Fritz Swanson, Elissa Weidmayer
  - B. Absent: Matthew Cook
- II. Approval of agenda Gary moves, David seconds
  - A. All approve
- III. Approval of minutes - April 7, 2022
  - A. Gary moves, Alex seconds
  - B. All approve, except Fritz who abstains
- IV. Correspondence –
  - Tecumseh Library Report
    - Gary inquired about their investment strategy. Money Market at Old National, they were assisted by the banker.
    - Meetings on the Third Tuesday of the Month.
- V. Public comment– NONE
- VI. Director’s report— ATTACHED
- VII. Financial report
  - Gary Moves to Pay the Bills, Fritz Seconds
  - All Vote to Approve
- VIII. Committee report—None
- IX. Old business -
  - RENTING LOWER LEVEL
    - We are renting an additional 890 sqft in the lower level of the building.
    - This will be achieved through an amendment in our shared use agreement with the Village of Manchester.
    - Gary Moves to Approve the Amendment. McKay seconds.
    - All Vote to Approve.

X. New business-policy

a) attendance

Amended, will vote on next month

b) photo, video

To be developed

XI. Adjourn 8:01pm

Gary moves, David seconds

All Approve

# MANCHESTER DISTRICT LIBRARY

Annual Meeting Minutes June 2, 2022

- I. Call to order 7pm
- II. Approval of agenda Matt moves, Alex Seconds
  - A. All Approve
  - B. Matt Cook, Alex McKay, Wayne Barnett, Christine Krause, Gary Seguin, David Nelson, Fritz Swanson, Elissa Weidmayer
  - C. Absent: None
- III. Approval of minutes - May 5, 2022
  - A. David moves, Matt Seconds
  - B. All Approve
- IV. Correspondence
  - Michigan Township Participating Plan  
Ballot, we can vote for  
a single incumbent to sit on an unknown board  
We shall ignore this
- V. Public comment: None
- VI. Director's report: Attached
- VII. Financial report
  - Gary moves that we increase  
the total collections budget by \$1500  
Matt seconds  
All Approve
  - Gary moves that we pay the bills, Alex seconds  
All Approve
  - Gary thanks Shelley for getting the financial documents in order  
on such short notice.
- VIII. Committee report -finance
  - Gary spoke with Government Investment administrator at  
Huntington's Bank. Was offered a Jumbo CD at \$250k at more than 2%.  
This would be a substantial increase in rate of return compared to current  
CDs that we hold.  
Would also offer a Money Market. Worth considering.



IX. Old business - a) attendance policy

Tabled until next month

X. New business-

a) meeting dates for 2022-23

First Thursday of the month

has put pressure on our accounting staff

Gary moves that we move to the Second Thursday of the month, starting in July. Fritz seconds. All Approve.

b) election of officers

President **Gary**

Vice President **Matt**

Gary nominates Matt and Gary, Chris seconds

Secretary

Gary nominates **Fritz**, Alex seconds

Treasurer

David nominates **Alex**, Gary seconds

Assistant Treasurer Matt nominates Gary, Fritz Seconds

All positions are approved.

c) committee assignments

Alex put on finance committee.

All other assignments remain the same.

XI. Adjourn: 7:24pm

# MANCHESTER DISTRICT LIBRARY

Meeting Minutes July 14th 2022

- I. Call to order 7:04
  - A. Present: Gary Seguin, Elissa Weidmayer, Christine Krause, Wayne Barnett, Matt Cook, Alex Mc Kay
  - B. Absent: Fritz Swanson, David Nelson,
  
- II. Approval of agenda
  - A. Gary Moves, Alex Seconds. All Approve
  
- III. Approval of minutes from June 2nd meeting
  - A. Matt Moves, Gary Seconds. All Approve
  
- IV. Correspondence- email from Shannon Brown regarding Dolly Parton Library Program -requested she come to a meeting and give a status report to the board.
  
- V. Public comment NONE
  
- VI. Director's report - decided to hold off on purging the stacks for 6 months.
  
- VII. Financial report Alex
  - Pay the Bills
  - Gary Moves, Chris Seconds
  - Voice vote All Approve
  
- VIII. Committee report -finance
  
- IX. Old business Attendance policy, Media usage policy, Visual Recording policy- voice vote all approve.
  
- X. New business - new copier- Request for a new copier for library - current one will be moved down to the history room. Voice vote all approve.
  
  
- XI. Adjourn: 8:20 pm

# MANCHESTER DISTRICT LIBRARY

Meeting Agenda August 11, 2022

- I. Call to order – 7:06pm
- II. Approval of agenda - all ayes
- III. Approval of minutes - July 14, 2022- David moves. Gary seconds – all ayes
- IV. Correspondence - Shannon Brown(sent a letter and will plan to come in next month)
- V. Public comment - None
- VI. Director's report - Summer reading finale went well. Staffing changes Stacia will be leaving Sept . Samantha is leaving as of Aug 17. 2 summer students will be returning to college. Kathy will post positions. We are required to have an AED and Kathy is ordering one and training will follow. History room is being boxed and moved. Kathy submitted a calendar for dates the library will be closed.
- VII. Financial report - Pay the bills. Matthew moves. Chris seconds. All ayes.
- VIII. Committee report
- IX. Old business -
  - a) attendance policy - Gary moves. David seconds. All ayes
  - b) visual recording policy – Matthew moves. Gary seconds. All ayes
  - c) media usage policy – Matthew moves. David seconds. All ayes
- X. New business
- XI. Adjourn Gary moves. David seconds 7:28 pm

# MANCHESTER DISTRICT LIBRARY

Meeting Minutes September 8, 2022

- I. Call to order 7:08pm
  - A. Attendance: Gary Seguin, Christine Krause, Alexander McKay, Fritz Swanson
  - B. Present by Phone for Bill Paying Vote: Matthew Cook
  - C. Absent: David Nelson, Wayne Barnett, Elissa Weidmayer
- II. Financial report
  - A. Pay the Bills
    1. Gary moves to pay the bills, Alex seconds
      - a) All approve
- III. Approval of agenda
- IV. Approval of minutes - August 11, 2022
  - A. All approve except Swanson who abstains
- IV. Correspondence
- V. Public comment- Shannon Brown
  - Can't be here
- VI. Director's report
  - Attached
- VIII. Committee report - finance
- IX. Old business -
- X. New business
  
- XI. Adjourn 7:20pm

# MANCHESTER DISTRICT LIBRARY

Meeting Agenda October 13, 2022

I. Call to order - 7:02

A. Attendance: Gary Seguin, Christine Krause, Alexander McKay, David Nelson, Matthew Cook, Wayne Barnett, Elissa Weidmayer

B. Absent: Fritz Swanson

II. Approval of agenda Move Gary Second David

III. Approval of minutes - September 8, 2022 Move Gary Second Christine

IV. Correspondence - None

V. Public comment - Shannon Brown from Dolly Parton Imagination Library gave a presentation - 152 active children - 88 graduated. Per child/month costs are \$2 or \$24/year. Asking for MDL to be the key sponsor and hoping to expand to all areas not just 48158 zip code. Approx \$320/year. Motion by Matthew Second by Wayne to fund \$5,000 pending expansion to the entire MDL area. All yes.

VI. Director's report - Attached

VII. Financial report

a) pay bills - Gary moves, Alex seconds - all yes

b) adjust budget - Adjust income to reflect delinquent property taxes, adjust Verizon hotspots Programs and Equipment upwards. Gary moves, Matthew seconds - all yes

c) move money - Gary moves we set up brokerage account, move Comerica CD to this account when it expires, move \$100,000 from checking to set up account now, look into investing these funds in bonds, Alex supports - all yes

VIII. Committee report

IX. Old business

X. New business

XI. Adjourn - Gary moves, Elissa seconds 8:02pm

# MANCHESTER DISTRICT LIBRARY

Meeting Minutes November 10, 2022

- I. Call to order: 7:05pm
  - A. Present: Krause, Cook, Nelson, Weidmayer, Swanson, Seguin
  - B. Absent: McKay, Barnett
- II. Approval of agenda
  - A. Moved, Nelson. Cook, Seconded
- III. Approval of minutes - October 13, 2022
- IV. Correspondence
  - Shannon Brown letter regarding Imagination Library asks us about expanding program  
We will ask her to ask Parton if we can switch from zip code to school district
  - Letter regarding Avatar 2  
Sam McClure would like eight days off for the movie  
(this letter is a joke)
- V. Public comment
  - None
- VI. Director's report
  - Attached
- VII. Financial report
  - Pay the bills
    - Moved Seguin      Seconded Cook
    - All support
- VIII. Committee report
  - None
- IX. Old business
  - None
- X. New business
  - Lighting Installation  
Quote received, \$1,275 from Stein Electric  
Replace one fixture in the children's area, behind the stairs  
One eight foot LED fixture
    - Swanson moves, Krause seconds
  - All Support
- XI. Adjourn