

# MANCHESTER DISTRICT LIBRARY

Meeting Minutes January 12, 2023

- I. Call to order: 7:09pm
  - A. PRESENT: Elissa Weidmayer, Matt Cook, Christine Krause, Gary Seguin, Fritz Swanson
  - B. ABSENT: Alex McKay, Wayne Barnett, David Nelson
- II. Approval of agenda
  - A. Gary Moves, Matt Seconds
  - B. All approve
- III. Approval of minutes - December 8, 2022
  - A. Matt Moves. Fritz Seconds.
  - B. All Approve
- IV. Correspondence

We received an email from Katy Hughes thanking us for our film library, which she has been enjoying.
- V. Public comment

New Village Manager Michael Sessions visited. Gave us a friendly report about his family, and the ways that his children enjoy the library. Expressed his support for Director Kathy Dimond, and for the library millage. Of the five municipalities that Mr. Session has worked in, Kathy has been the kindest and most engaging director with whom he has interacted.
- VI. Director's report

Attached
- VII. Financial report

Gary moves that we pay the bills. Christine seconds.  
All Approve
- VIII. Committee report
- IX. Old business

Discuss the audit  
Gary will explore the FDIC insurance of our different bank accounts.
- X. New business

NONE
- XI. Adjourn 7:44pm

# MANCHESTER DISTRICT LIBRARY

Meeting Minutes February 9th, 2023

- I. Call to order: 7:06pm  
PRESENT: Elissa Weidmayer, Alex McKay, Wayne Barnett, David Nelson, Christine Krause  
ABSENT: Gary Seguin, Fritz Swanson, Matt Cook
- II. Approval of agenda
  - A. Wayne Moves, David Seconds
  - B. All approve
- III. Approval of minutes - January 12th, 2023
  - A. David Moves, Alex Seconds.
  - B. All Approve
- IV. Correspondence - None
- V. Public comment - No public present
- VI. Director's report - Attached
- VII. Financial report -  
Alex moves that we pay the bills. David seconds.  
Voice vote, Barnett-yes, McKay- yes, Krause-yes, Nelson-yes, Weidmayer- yes - we will pay the bills.
- VIII. Committee report - None
- IX. Old business- None
- X. New business -None
- XI. Adjourn 7:20pm

# MANCHESTER DISTRICT LIBRARY

Meeting Minutes March 9, 2023

- I. Call to order 7:25pm  
Present: Elissa Weidmayer, Gary Seguin, Matthew Cook, Alex McKay, Wayne Barnett (via phone)  
Absent: Fritz Swanson, Christine Krause, David Nelson
- II. Approval of agenda Matthew moves, Gary seconds
- III. Approval of minutes - February 9, 2023 Alex moves, Elissa seconds
- IV. Correspondence
- V. Public comment
- VI. Director's report
  - a) Intermission to make the meeting longer
- VII. Financial report Gary moves, Alex seconded
- VIII. Committee report Building committee village manager wants to meet with Kathy and Gary about "opening up the building"
- IX. Old business
- X. New business - Halloween caramel apples Gary Moves, Matthew Seconds
- XI. Adjourn Matthew moves, Gary seconds 7:30pm

# MANCHESTER DISTRICT LIBRARY

Meeting Minutes April 13, 2023

- I. Call to order: 7:07pm
  - A. Present: Matt Cook, Fritz Swanson, Gary Seguin, Christin Krause-Bean, Alexander McKay, David Nelson, Wayne Barnett, Elissa Weidmayer
  - B. Absent: None
- II. Approval of agenda
  - A. Gary Moves, Matt Seconds
  - B. All Approve
- III. Approval of minutes - March 9, 2023
  - A. Matt moves, Gary Seconds
  - B. All Approve except Chris, David and Fritz who abstain
- IV. Correspondence : None
- V. Public comment : None
- VI. Director's report : Attached
- VII. Financial report
  - \$200k to be moved from Comerica to  
our Huntington checking account
  - Alex moves
  - Gary seconds
  - All approve in voice vote
  - Matt moves that we pay the bills
  - Elissa seconds
  - All approve by voice vote
- VIII. Committee report: NONE
- IX. Old business: NONE
- X. New business -
  - a) Set date for annual meeting
    - June 8th will be our regular meeting and our annual meeting
  - b) proposed 23-24 budget
    - We made some provisional adjustments
    - to our income estimates based on our past year of revenue.
- XI. Adjourn
  - Gary moves at 7:45
  - Alex seconds
  - All Approve

# MANCHESTER DISTRICT LIBRARY

Meeting Minutes May 11, 2023

- I. Call to order: 7:01pm
  - A. Present: Christine Krause, Matthew Cook, David Nelson, Fritz Swanson, Wayne Barnett
  - B. Absent: Alex McKay, Gary Seguin, Elissa Weidmayer
- II. Approval of agenda
  - A. David moves, Chris seconds
  - B. All vote in favor
- III. Approval of minutes - April 13, 2023
  - A. David moves, Matt seconds
  - B. All vote in favor
- IV. Correspondence: None
- V. Public comment: None
- VI. Director's report: Attached
- VII. Financial report
  - Pay The Bills
  - Matt moves, Fritz Seconds
  - All vote to pay the bills

## Proposed budget adjustments

### Income Lines

- 410 increase by \$3200 to \$10,200
- , 406 increase by \$40,500 to \$240,500
- , 628 increase by \$500 to \$1,000
- , 655 increase by \$250 to \$750
- , 665 increase by \$9000 to \$9,500
- , 675 increase by \$2000 to \$3000

Total Income Increase: \$55450

### Expense Lines

- 708 increase by \$3500 to \$10,500
- 752 increase by \$1200 to \$2200

810 increase by \$4500 to \$12,500

964 increase by \$250 to \$350

Total Expense Increase: \$9450

Matt proposes these changes, Wayne seconds

All support

“Building Fund” to be renamed “Investment and Future Projects”

Matt moves that we move \$8800 to fund the IFP as described above

Chris seconds

All Support

VIII. Committee report: HR Met

Employee issue dealt with

IX. Old business - proposed 23-24 budget

X. New business - millage renewal

Our millage will expire,

need to be re-upped Spring 2024

Kathy will gather timeline information

And discuss with Alex and the Friends about leading the campaign, and/or finding another organization to lead the campaign

XI. Adjourn 7:42pm

# MANCHESTER DISTRICT LIBRARY

Meeting Agenda July 13, 2023

- I. Call to order 7:06pm
  - A. Present: Gary Seguin, Matthew Cook, Christine Krause, Alex McKay, Wayne Barnett, David Nelson, Elissa Weidmayer
  - B. Absent: Fritz Swanson
- II. Approval of agenda
- III. Approval of minutes - June 8, 2023 - both amended to include Matthew Cook - Fritz Swanson listed twice
  - A. All approve Budget Meeting Minutes
  - B. All approve Annual Meeting Minutes
- IV. Correspondence - None
- V. Public comment - None
- VI. Director's report - Attached
  - A. Kathy applied for a grant for the gazebo concerts - barring that we will pay for the concerts from donation expenses
  - B. Motion by Matthew Cook second Gary Seguin - all ayes
- VII. Financial report - Attached  
Matthew Cook moves and Christine Krause seconds that we pay the bills - All ayes
- VIII. Committee report
- IX. Old business - millage renewal - millage needs to be submitted at least 6 mos prior to the election date.
- X. New business -
  - a)staff raises - Gary Seguin moves that we give 5% across the board raises effective August 1 - Wayne Barnett seconds - all ayes
  - b)healthcare - Tabled until after the millage proposal language is set
- XI. Adjourn 8:12pm

# MANCHESTER DISTRICT LIBRARY

Meeting Minutes August 10, 2023

- I. Call to order 7:07
  - A. Present: Chris Krause, Wayne Barnett, Gary Seguin, David Nelson, Alex McKay, Elissa Weidmayer, Fritz Swanson
  - B. Absent: Matt Cook
- II. Approval of agenda
  - A. Nelson moves, McKay seconds
  - B. All Approve
- III. Approval of minutes - July 13, 2023
  - A. McKay Moves, Nelson Seconds
  - B. All Approve except Swanson who abstains
- IV. Correspondence

Lovely note from a visitor who complimented us on our excellent staff.
- V. Public comment : NONE
- VI. Director's report : ATTACHED
- VII. Financial report

Penal fine irregularity to be investigated.  
Gary Seguin moves to Pay The Bills, Swanson Seconds  
All Approve
- VIII. Committee report -millage
- IX. Old business - millage renewal
- X. New business
- XI. Adjourn  
7:55pm



# MANCHESTER DISTRICT LIBRARY

Meeting Minutes September 14, 2023

- I. Call to order: 7:25
  - A. Present: Fritz Swanson, Alex McKay, Elissa Weidmayer, David Nelson, Wayne Barnett (by phone)
  - B. Absent: Gary Seguin, Matt Cook, Christine Krause
- II. Approval of agenda David moves, Elissa seconds, all approves
- III. Approval of minutes - August 10, 2023
  - A. Alex moves to approve
  - B. Elissa seconds
  - C. All approve
- IV. Correspondence NONE
- V. Public comment NONE
- VI. Director's report ATTACHED
- VII. Financial report ATTACHED  
TO PAY THE BILLS
  - Alex Moves
  - Elissa Seconds
  - All approve
- VIII. Committee report
- IX. Old business - millage renewal

Elissa spoke to Rudy Layher about the taxes. He was a bit hot, as in "angry". He suggested 0.9985. We have considered .9999 (Alex's suggestion), 1.02 (Fritz's suggestion), and Rudy's number. David's view is that we should keep the millage high enough to stay in the green for the full 10 years. Kathy is concerned about dropping below 1 because of the diverse populations we serve. Fritz would like a budget that includes \$10-20k extra for director compensation in the event of hiring a new director. But Fritz would also like to see strong support in Freedom Township for the library millage. Fritz and Wayne are concerned about making sure all voices from all board members are heard.

Fritz moves to table this until October  
Wayne seconds  
All votes to approve tabling until October

- X. New business: None
- XI. Adjourn 8:00pm



MANCHESTER DISTRICT LIBRARY  
Meeting Minutes October 12, 2023

- I. Call to order 7:00pm
  - A. Attendance: Matt Cook, David Nelson, Alexander McKay, Christine Krause, Gary Seguin, Fritz Swanson, Wayne Barnett
  - B. Absent: Elissa Weidmayer
- II. Approval of agenda
  - A. Gary Moves, Fritz Seconds
  - B. All Approve
- III. Approval of minutes - September 14, 2023
  - A. Alex moves, Fritz seconds
  - B. All approve except Gary, Matt and Chris who must abstain
- IV. Correspondence NONE
- V. Public comment NONE
- VI. Director's report ATTACHED
- VII. Financial report

Gary moves to pay the bills, Alex seconds  
All vote yes
- VIII. Committee report
- IX. Old business - millage renewal

Current millage is 1.042.  
Gary suggests that we put .9999 on the ballot.  
Alex's model suggests that anything above .9970 will keep the library basically in the black for ten years. His budgetary analysis was shared with the board.  
Matt expresses a concern about maintaining the budgetary space for a new director who may be more expensive than Kathy because of the extra insurance costs, and potential extra salary cost. He is also concerned about supporting a youth services librarian at full time, which will be more expensive than what is accounted for in the projections established by Alex. Matt agrees that a cut will be necessary, but wonders how far it should go. Matt thinks 1.02 is a good balance point.  
Gary moves .9999, Alex moves to amend to 0.9995, no support, Alex seconds 0.9999.  
All vote yes in voice vote for .9999.  
This was a robust discussion.

Gary moves that we put the millage on the August 2024 primary.  
All support.

Gary moves that we should support the stated millage language. Millage language shall be attached to these minutes. Matt seconds.

Shall the Manchester District Library, County of Washtenaw, Michigan, be authorized to renew and levy the previously voted increase in the tax limitation that will expire in 2024 in an amount not to exceed .9999 mills (\$.9999 on each \$1,000 of taxable value) against all taxable real and tangible personal property within the Manchester District Library district for a period of ten (10) years, 2025 to 2035, inclusive, for the purpose of providing funds for all district library purposes authorized by law? The estimate of the revenue the Manchester District Library will collect if the millage is approved and levied by the Library in the 2025 calendar year is approximately \$580,000. A portion of the revenue collected may be subject to capture by the Village of Manchester Downtown Development Authority and a portion of the revenue collected may also be disbursed to the Clinton Township Public Library pursuant to a library services contract.

X. New business NONE

XI. Adjourn 8:21pm

Matt moves to adjourn, Gary seconds

# MANCHESTER DISTRICT LIBRARY

Meeting Minutes- November 9, 2023

- I. Call to order 7:02
- II. Attendance: Elissa Weidmayer, David Nelson, Matthew Cook, Wayne Barnett, Christine Krause, Gary Seguin. Absent: Alex McKay, Fritz Swanson.
- III. Approval of agenda - Gary moves, David seconds. All approve.
- IV. Approval of minutes - October 12, 2023-minor change to last page changing a period to comma.-Gary moves, Chris seconds. Elissa abstains, all others approve.
- IV. Correspondence - A letter from Fritz Swanson resigning from the board as he no longer lives in Manchester Township. He is now in the City of Manchester.
- V. Public comment -none
- VI. Director's report
- VII. Financial report -Several lines were off by a penny. One bill off by\$30.00. Corrections to be sent back to the bookkeeper. Matthew moves that we pay the amended bills, David seconds. All vote yes.
- VIII. Committee report -none
- IX. Old business
- X. New business - Audit passed out. We will invite the auditor to join us at the next meeting.  
Perhaps this is the time to invite again Sharon Township to join the district.  
Tabled until next month.
- XI. Adjourn: 7:45

**MANCHESTER DISTRICT LIBRARY**  
Meeting Minutes December 14th 2023

I. Call to order 7:00PM Village Room

Attendance:

Present- Wayne Barnett, Matthew Cook, Christine Krause, Alex McKay,  
David Nelson, Gary Seguin. Elissa Weidmayer,

Absent- None

II. Approval of agenda - David moves, Gary seconds with the change of  
strike minutes add agenda, all Approve.

III. Approval of minutes - Matt moves to approve, David seconds. All Approve  
except Alex who Abstains.

Audit report with Mr. Scott McLane of Markowski & Company. Reviewed  
the audit of financial statements for the fiscal year ending May 31st 2023

IV. Correspondence - none

V. Public comment -none

VI. Director's report -reviewed Nov & Dec programs, staff meeting & History  
room opening in January

VII. Financial report -Alex reviewed, made a one cent correction to bills report..  
Matt moves to pay the bills, Alex seconds , voice vote- all approve.

Gary made a motion to amend the budget.

Increase line 170-801 Audit by \$400 to \$7000

Increase line 170-814 Prof Fees and Memberships by \$200 to \$500

Increase line 170-851 Communications Phone by \$1000 to \$5000

Decrease line 170-985 Invest/Future projects by \$1600

Alex seconds the motion. Voice vote- all approve

VIII. Committee report - none

IX. Old business- Should we invite Sharon Township to join the Library district? We will send a letter to their board. Gary will draft a letter.

X. New business

1. Discussed drafting a press release for new millage rate on the 2024 ballot- agreed it's a good idea but will wait a few months.

2. Designated operating, emergency and investment funds from our existing accounts at Comerica, Old National and Huntington. Shelly to make changes to the balance sheet headings.

3. New Banking Policy - presented and amended to read

“ Whomever adds, subtracts, or moves money in any of the Library bank accounts shall notify within two business days the board treasurer, assistant treasurer, bookkeeper and the library director of such movements.”

Board to vote on this policy next meeting.

Alex made a motion to move account 000-026 Huntington Checking to a treasury account short term with the best interest rate. Voice vote-all approve.

With the departure of Fritz we are missing an officer looking for someone to serve as Secretary. Also HR & Policy committees now have openings.

XI. Adjourn:7:42