**BOARD OF TRUSTEES MEETING**

**Darcy Library of Beulah**

**February 18 , 2025**

**Call to Order:** The regular Board of Trustees meeting called to order at 3:36 PM. Those in attendance and constituting a quorum were:

**Present:**  Ann Strehle, President; Betsy Taylor, Vice President; Chloe McGehee, Debby Laslo,and Christy Trigg, Director

**Excused**: Dan Schoonmaker, Treasurer, and Cathy Hahn Secretary

**Approval of Agenda:** Chloe McGehee moved to approve the agenda and Debby Laslo supported. Motion carried.

**Approval of Minutes January 21, 2025:** ChloeMcGehee moved to approve the minutes and Debby Laslo supported. Motion carried.

**Treasurer’s Report** (See corresponding documents)

Review of the financial statement for the seventh-month period-ending January 31, 2025. No significant budget variation. Property taxes of $32,329 received in January.

Bills paid ($8427.54) from January 31, 2025 through February 13, 2025.

**Approval of Financial Statement and Payment of Bills:** Betsy Taylor moved to approve the financial statement and payment of bills and Debby Laslo supported. Motion carried.

**Director’s Report** (Christy Trigg - Director) (See attached document)

* Christy has her Level 3 Library certificate
* She signed up for COVID tests for the library patrons
* Labor Law posters posted for staff
* Applied for and awarded $1400 grant for summer reading program(Color Our World)
* Candyland a huge success with 160 people/70 were children
* Game time will be February 21st from 1-4pm
* Movie night on February 24th at 6:30 *Casablanca*
* Games and STEM circulation was up to 22! (see report for other circulation numbers)

**Committee Reports**

**Personnel Committee**

Philip Ayers had his 3 month review and Director recommending and Personnel Committee supports a $.50/hour increase effective 2/1/25.

Jennifer Barker has not been reviewed since August 2023 due to few hours worked. Director recommending and Personnel Committee supports a $.25/hour increase effective 2/1/25.

**Approval of staff increases.** Betsy Taylor moved to provide increase to Philip Ayers from $12.50/hour to $13.00 per hour effective 2/1/25 and to increase Jennifer Barker from $13.50/hour to $13.75/hour effective 2/1/25. Chloe McGehee supported. Motion carried.

**Maintenance Committee**

Moore Mechanical looked at damper system in IT room and assessed. Director will call them back for an estimate and also get another estimate from Nye.

**Approval to change committee name:** Discussion about name change of Maintenance Committee. Chloe McGehee moved to change the name of the Maintenance Committee to Buildings and Grounds Committee effective immediately and to form a Subcommittee to work on the Janice Schoonmaker Memorial. Debby Laslo supported. Motion carried.

**Liaison Report with Friends of the Darcy Library**

● $1525 was raised at the February 8th Winterfest bake sale.

**Unfinished Business**

● Anishinaabe Land Acknowledgement. Village working on this.

**● Helen Tanner American Indian Collection.** On hold for now

**● Library Millage Discussion and Approval:** The Board discussed that the shared .6 millage between Darcy Library and Benzonia Library expires in 2026. The funds are split equally between the two libraries. Discussion had about the need to increase the millage due to minimum wage increase, the Earned Sick Time Act, the need for more library programming and staff training. A decision when to place the millage on a 2026 ballot will be determined at a later date.

Betsy Taylor made a motion to support an increase of .2 mills to the current .6 mills levied for a total of .8 mills for a 7 year period, beginning in 2027 with the continued equal sharing of the millage funds between Darcy Library of Beulah and the Benzonia Library. Debby Laslo supported. Motion passed.

**● Personnel Policy IV Discussion and Approval:** Section B5 indicates an Appendix C has wage and benefit levels for staff. There is nothing in Appendix C. The Director will develop that Appendix C. Minor typo in B7 fixed. Added payout language in section F (Vacation Compensation) that accrued unused vacation time will be paid upon termination/separation of employment. Discussion of the new Earned Sick Time leave effective 2/21/25 added to section H.

Debby Laslo moved to make the discussed Personnel Policy changes, including implementing the new Earned Sick Time Act Leave. Chloe supported. Motion carried.

**● Library memorial for Janice Schoonmaker** ○ In planning stages

**New Business**

**● Swearing in.** New board members need to be sworn in after election. Betsy Taylor and Debby Laslo were sworn in by the county clerk.

**● ADA Compliance** ○ Book shelf spacing needs a little bit of moving to be ADA compliant

**Next Meeting:** The next meeting is scheduled for Tuesday, March 18,2025 at 3:30 PM at the Darcy Library of Beulah. .

**Adjournment:**

Betsy Taylor moved to adjourn the meeting, Debbie Laslo supported and the meeting adjourned at 4:39 PM.

**Respectfully submitted:** Betsy Taylor, Vice-President