

**MacDonald Public Library Board of Trustees  
Meeting**

September 28, 2022

6:30 PM

MPL Community Room

**MINUTES**

**I. Call to Order**

Meeting called to order at 6:30pm by Weins

Members present: Weins, Steffey, Miiller, Lisica

Excused : Duhaime

Library staff present: Marra (Children's Librarian)

**II. Approval of Agenda**

Motion made by Lisica to approve Agenda as presented with addition of minutes to approve for Special Meeting minutes of August 31<sup>st</sup> and September 14<sup>th</sup>. 2<sup>nd</sup> by Duhaime.

Motion approved.

**III. Approval of Minutes**

a. General Meeting Minutes – August 24, 2022

Motion to approve as presented by Miiller. 2<sup>nd</sup> by Steffey. Motion approved.

b. Special Meeting Minutes – August 31, 2022

Motion to approve as presented by Miiller. 2<sup>nd</sup> by Steffey. Motion approved

c. Special Meeting Minutes – September 14, 2022

Motion to approve as presented by Miiller. 2<sup>nd</sup> by Steffey. Motion approved.

**Public Discussion:**

this is an opportunity to comment on items that are not on the agenda. Comments need to be addressed to the board.

No public comments.

**IV. Reports**

a. Monthly Expenses and Revenues –

Financial statements from August 31<sup>st</sup> to September 15<sup>th</sup> were presented and reviewed.

Motion by Lisica to accept report as presented. 2<sup>nd</sup> by Steffey. Motion approved.

b. Approval of Monthly Bills

Check register with payments from August 30<sup>th</sup> to September 15<sup>th</sup> were examined and reviewed. Motion made by Steffey to approve bills. 2<sup>nd</sup> by Lisica. Motion approved.

**V. Business**

**a. Old**

i. Discussion of library's transition to a section 10a library (Michigan PA 164)

Weins updated the board on the status of transition plans/progress/lack of progress.

No reply has been received from city attorney to a letter sent by the library's legal representative addressing the city's rental charges.

**d. New**

i. Library Director job posting and transition

Weins presented proposed job posting developed by Weins, Lisica, and Goike (interim library director). Members agreed to submit it to job posting locations with deadline of October 17<sup>th</sup>. Applications should be submitted to Goike via email or paper format.

ii. Library insurance

Weins shared communications with Stephen Saph (Nickel & Saph Inc. Insurance Agency) with clarifications on Property and Casualty Insurance coverage including library volunteers.

iii. Library policies

Weins identified the need for library policies and provided a list of potential policies that need immediate attention. The library's attorney Anne M. Seurnyck Attorney (Foster Swift Collins & Smith PC) provided a priority list and that comply with Michigan legal statutes. The board agree to pursue developing policies for approval that are appropriate for the library.

**VI. Announcements, Information, Etc.**

a. Director's Report

b. Children's Room News – K. Marra

Programming with the Parks & Recreation Department is continuing  
Outreach programs with the schools have started

c. Adult Services News - D. Bond

New donated book shelving has been installed and has eliminated structural issues of the old shelving. Additional donated shelving will be secured into the new year.

The new online library catalog/circulation computer software is being installed in all the county SLC member libraries. Usage training is in ongoing.

**VII. Adjourn**

Motion by Miiller to adjourn meeting at 7:35pm. 2<sup>nd</sup> by Steffey. Motion approved.

**Next meeting date: October 26, 2022 at 6:30 PM**