

**White Lake Community Library
Regular Board Meeting Minutes
July 22, 2020**

Present: Charles Ayres, Ruth Grenell, Annlyn McKenzie, Lynnette Johnson, Melissa Martin, & Brenda Pawl

Absent: Norm Kittleson, & Brian Hosticka

Staff Present: Virginia DeMumbrum & Pam Osborn

1. **Call to Order** - Meeting was called to order at 5:17 p.m.
2. **Approval of the Agenda** - Motion made by Ruth, second by Charles, to approve agenda as presented. Motion carried.
3. **Approval of the Minutes (May 27, 2020)** - Motion made by Ruth, second by Brenda, to approve the May meeting minutes. Motion carried.
4. **Treasurer's Report (May and June)**- Approve as is - Motion made by Charles, second by Lynnette, to approve the June treasurer's report. Motion carried.
5. **Approval of Financial Statements (May and June)**- Motion made by Ruth, second by Lynnette, to approve all May and June financial statements. Motion carried.
6. **Approval of Bills to be Paid (May and June)**- Motion made by Ruth, second by Charles to approve bills paid for May and June. Motion carried.
7. **Reports**
 - a. Director's Report - Scrubbers for air ducts, finally in - wrong power source, but we are close. The scrubber kill the microbes in the handling units. Book sales, - Pam puts together grab bags, it is a lot of work, and she does a great job. She puts the value of the books on the bags, and follows a theme. Sold about \$430 so far. History - Virginia read a little excerpt from the book, regarding Whitehall & Montague, from 1964.
 - b. Policy/Personnel Committee - No report, we haven't met, but will this fall.
 - c. Finance Committee - Debt has been retired and residual will go into the general fund.
 - d. Government Liaison Committee- N/A
 - e. Board Development Committee- No report.
8. **Unfinished Business**
9. **New Business**

- a. Certificate of Deposit account closure/High Yield Savings account opening - Motion made by Lynnette, second by Melissa to confirm the closing of the CD that was due to roll over and deposit the funds in a new High Yield Savings Account at HarborLight Credit Union. Motion carried.
- b. Debt Service Account Closure - Motion made by Ruth, second by Charles, to close the debt service account and transfer remaining balance to the general fund. Motion carried.
- c. New signature cards for SSB and HLCU
 - i. Shelby State Bank: Motion made by Ruth, second by Lynnette, to remove Sally Schwartz from the signature card and add Melissa Martin. Motion carried.
 - ii. HarborLight Credit Union: Motion made by Charles, second by Lynnette, to remove Ruth, Donna & Sally and add Melissa Martin, Brian Hosticka, Lynnette Johnson. Motion carried.
- d. Budget amendments/adjustments -midyear adjustments - Motion made by Ruth, second by Melissa to approve the budget adjustments as presented. Motion carried.
- e. Auditor contract - Renew for a three year contract with Vredeveld Haefner LLC CPAs & Consultants- Motion made by Lynnette, second by Ruth to accept the proposal for a new three-year agreement as outlined in the proposal letter. Motion carried.
- f. MLA Board of Directors vote-for Virginia to cast a ballot. Motion made by Melissa, second by Lynnette. Motion carried.

10. **Correspondence** – note from Brenda

11. **Public Comment** – None

12. **Adjournment** - The meeting was adjourned at 5:57

Respectfully submitted,

Melissa Martin
Board Secretary