

**White Lake Community Library
Library Board Meeting Minute
Wednesday, October 28, 2020
5:15 pm, via Zoom**

Present: The following board members each stated their name and the city/township and state they were in while participating remotely in the meeting: Charles Ayers – Muskegon, Michigan; Ruth Grenell - Whitehall Township, Michigan; Brian Hosticka Whitehall, Michigan; Lynnette Johnson, Fruitland Township, Michigan; Norm Kittleson - City of Whitehall, Michigan; Annlyn McKenzie, Fruitland Township, Michigan; Melissa Martin, City of Whitehall, Michigan; and Brenda Pawl, Fruitland Township, Michigan.

Absent: None

Staff Present: Virginia DeMumbrum & Pam Osborn

1. **Call to Order** - Meeting was called to order at 5:19 p.m. by President McKenzie.
2. **Approval of the Agenda** - Motion made by Brian, second by Lynnette. Motion carried.
3. **Approval of the Minutes (September 23, 2020)** - Motion made by Norm, second by Ruth. Motion carried.
4. **Treasurer's Report** - Motion made by Lynnette, second by Norm. Motion carried.
5. **Approval of Financial Statements** - Motion made by Ruth, second by Melissa. Motion carried.
6. **Approval of Bills to be Paid** - Motion made by Brian, second by Norm. Motion carried.
7. **Reports**
 - a. Director's Report - New hours and new staff members, all is going well. Despite everything, while also working on continuing education. CD - 14 month- 1% now, not locked in. Annlyn applauded the library staff members for all they're doing and for thinking outside the box. All the members agree.
 - b. Policy/Personnel Committee - Board Development - three board seats; Annlyn, Ruth and Brenda, up in January, 2021. Members would like to be reappointed for another term; Virginia will contact appointing authorities. We will do a new swearing in at the board meeting.
 - c. Finance Committee -
 - i. First reading of the 2021 budget - Open a physical separate account - Capital Projects, for the capital improvements. We would see a transfer to Capital Projects, for transparency purposes. Moving digital collection spending from memberships line to collections line. Budget hearing in November.
 - d. Government Liaison Committee - N/A
 - e. Board Development Committee – See Policy Committee above.
8. **Unfinished Business** - CD for \$100,000- bulk of money, but leave \$15,000 in HarborLight. So it isn't tied up, but just for emergency purposes. We will revisit what we are going to do in the new year.

9. **New Business**
 - a. Resolution regarding new bank account – Approve resolution 2020-02 to open new account and to move \$100,000 from HarborLight to Lake Michigan Credit Union to go into a 14 month CD, currently at 1%, rate may vary. Also we need to open a savings account - \$5. Motion made by Ruth, second by Charles. Motion carried.
 - b. Reinvestment of CD proceeds – see Unfinished Business above
 - c. Lighting upgrade quotes - Recommendation to check with CNC Electric in North Muskegon. Not to exceed \$5,000 to get the work done. Motion to approve Electrical Upgrades, not to exceed 5,000 made by Ruth, second Brian. Motion carried.
10. **Correspondence** – Notes from Destine Reed, Cara O’Brien, Arts Council and Rash family; Endowment Fund quarterly statement, Open Meetings Act summary from Foster Swift
11. **Public Comment** - Pam is very excited about the new staff members. They’re awesome. Norm shared how happy a patron, at Family Eyecare, is with high speed internet. She was super appreciative.
12. **Adjournment** - Meeting was adjourned at 6:01 p.m.

Respectfully submitted,

Melissa Martin

**Next meeting November 18, 2020 via Zoom (note: 3rd Wednesday, not 4th)
Public Hearing on 2021 Budget at 5:15; Business Meeting immediately following.**