

Reed City Area District Library
February 5, 2025
829 S. Chestnut Street, Reed City, MI 49677

1. Call to Order and Attendance

The meeting was called to order by Vice President, K.Nix at 6:05 pm.

Attendance was noted:

Present:

A. Herrera Reed City, Trustee

S. Thompson Richmond Township, Treasurer

S. Hicks Richmond Township, to-be sworn in-Trustee

J. Cooper Lincoln Township, sitting in until approved as a trustee

K. Nix Reed City, Vice President

K. Feguer, Library Executive Director

R. Stieg, Friends of RCADL President

Absent:

1 Lincoln Township vacancy

2. Approval of Agenda

A motion was made by K. Nix and seconded by S. Thompson to add elections of executive positions to the RCADL board under Board President Comments. Motion carried.

A motion was made by A. Herrera and seconded by K. Nix to add a discussion of a possible community garden under new business. Motion carried

3. Approval of Consent Agenda

A. Board Follow-Up Discussion

B. Prior Meeting Minutes (January, 7, 2025)

C. Approval of Bills and Financial Statements

A motion was made by A. Herrera and seconded by S. Thompson to approve the consent agenda.

4. Citizen's Request and/or Comments- None

5. Board President Comments- K.Nix Vice President acting as President until position is filled.

A. Motion was made by J. Cooper and seconded by S. Thompson for Discussion and Election of Executive Positions through 2025. Motion carried - New positions are as follows:

1. Anna Herrera, President

2. Kylene Nix, Vice President

3. Shay Thompson, Treasurer

4. Suzie Hicks, Secretary

6. Standing Committee Reports

- A. Budget and Finance-Proposal of H&S Companies to assist with the training and bookkeeping from 7/1/24- 6/30/25. Motion made by J. Cooper and seconded by S. Thompson to agree to pay H&S Companies \$2,275 for in house bookkeeping for the time frame stated in the proposal. All board members voted yes. Motion carried.
- B. Digital Sign Committee- did not meet.
- C. Building Committee-did not meet but will meet in spring.
- D. Strategic Plan Committee-did not meet
- E. HR Committee- Proposal of amending employee policy to comply with the State of Michigan change to the earned sick time for employees, due to take effect 2/21/25.
 - 1. Motion made by S. Thompson and seconded by J. Cooper to make this policy change upon approval by legal advice with the change to what was presented, including a 3 month probationary period and to be granted 30 hours of PTO time. Motion carried.
 - 2. S. Thompson made a motion and seconded by K. Nix to approve the change in job title of Collection Library Assistant to be Assistant Director of Collections and to include 30 hours of PTO time. Motion carried.
 - 3. S. Hicks made a motion and seconded by A. Herrera to approve the Emergency/Holiday Closure policy change as presented. Motion carried.
- F. Ad Hoc Committee-did not meet and no need at this time.

7. Director's Report

This report is on file in the board packet for February 4, 2025.

8. Friends of the RCADL Report

- A. The group did not meet tonight due to a Trivia fundraiser. They plan to meet next week. R. Stieg provided an update on the fundraiser held tonight that was a success. Grants have been written and submitted to help with start up efforts and in efforts to provide wish list items for the library.

9. On Going Business

- A. H&S Companies approved above during the proposal made by the Budget and Finance Committee.
- B. Noted: RCADL Mortgage through LOSB has been paid in full-December 2024

10. New Business

- A. A. Herrera presented there is a local group of individuals interested in starting a community garden. Meeting are being held and options for locations are being considered.

11. Board Dynamics-none

12. Citizen's Request and/or Comments- none

13. Adjournment

A motion was made S. Thompson and seconded by J. Cooper to adjourn the meeting at 7:19 pm. Motion Carried.

The next meeting of the RCADL will be held on March 4, 2025 at 6 pm in the Reed City Area District Library Community Room.

Respectfully submitted,
K. Nix, Vice President
S. Thompson, Treasurer