

**MONROE COUNTY LIBRARY SYSTEM
BOARD OF TRUSTEES MEETING MINUTES**

1. At a Regular Meeting of the Board of Trustees of the Monroe County Library System held on May 8, 2024, at the South Rockwood Branch Library, the meeting was called to order by Chair Calder at 5:02 p.m. She declared that a quorum was available to participate.

Present: Catharine Calder, Chair; Rob Peven, Vice-Chair; Beth LaPensee, Secretary; Bernie Smith and Rita Gordon, Trustees, and Nancy Bellaire, Director

Staff: Kelli Bjester; Sandy Calkins

A quorum being present, the Board proceeded to transact business.

2. Motion by Rob Peven, supported by Bernie Smith, to approve the agenda as presented, noting the fact that the April financial reports are not available. Motion carried.
3. Motion by Bernie Smith, supported by Rob Peven, to approve the minutes of the April 10, 2024 meeting. Motion carried.
4. Public Comment – Branch Technician Kelli Bjester welcomed the board and thanked them for coming to South Rockwood. She shared information about upcoming programs.
5. Consent Agenda – Motion by Beth LaPensee, supported by Rob Peven, to approve the items on the consent agenda items and place them on file. Motion carried.
6. Audit Report – Sarah Rafko of Cooley, Hehl, & Rafko was on hand to present the draft findings of the annual audit for the year ending December 31, 2023. Ms. Rafko noted that the draft audit and accompanying letters provided MCLS with a very clean opinion, the highest opinion an entity can receive. She said that this is a draft report containing our annual financial position and that the only remaining parts of the audit will be coming from Gabriel, Roeder & Smith that report on post-employment benefits. She will forward the completed audit by the end of the month as required. She then thanked Sandy Calkins and Nancy Bellaire for their assistance in preparing the field work and said that our budget is clear and easy to follow.
The board thanked Ms. Rafko for the presentation and for attending the meeting.
7. Committee Reports
Finance Committee – Director Bellaire reported that the April financial data has not yet arrived from the County, but that April penal fine information is available. Fines received in April totaled \$59,594, with an average distribution in April totaling \$100,664. We will need to receive \$63,814 monthly between May-December to reach our budgeted target of \$700,000 for this line item.

Facilities Committee – The Facilities Committee met before the board meeting and discussed ongoing projects including aging HVAC equipment at Daume and Ellis, safety/security updates, flooring in the Technology Department, janitorial work at Ellis and Daume, the Story Walk at Ellis, and the possibility of a pole barn at Daume.

Policy and Personnel Committee – No meeting. Nancy Bellaire reported on questions Submitted during the “Ask Nancy” portion of All Staff Day. Discussion followed regarding longevity pay and the health insurance buyout for full time staff.

Technology Committee – No meeting.

Woodlands Update – Woodlands Governing Board will take place on May 16.

Legislative Update – Trustee Gordon thanked Nancy Bellaire for providing the MLA Advocacy platform handouts.

8. Unfinished Business Board of Trustees Reorganization—Motion by Rob Peven, supported by Rita Gordon, to retain current officers through the end of 2024: Cathe Calder, chair; Rob Peven, vice-chair, Beth LaPensee, secretary. Motion carried.
Chair Calder suggested that the committee assignments remain the same for 2024 as well. Motion by Beth LaPensee, supported by Bernie Smith to keep the current committee assignments in place through 2024. Motion carried.
9. New Business– Motion by Beth LaPensee, supported by Bernie Smith, to accept the draft audit report and place it on file. Motion carried.
10. Staff Report – Nancy Bellaire and the board discussed the annual All Staff Day training event.
11. Director Bellaire shared photos of All Staff Day and the future Carleton Branch Pollinator Garden, MLA Advocacy Fact Sheets, and statistics from March and April.
12. Board Comments – The board thanked Kelli for hosting the meeting and thanked Nancy Bellaire for the clean audit. They also thanked Sandy Calkins for her work on our financial details all year long. Rita Gordon said that it is great to be in South Rockwood, that she is excited to see the preliminary drawings for the new Navarre Library, and is happy to have the same slate of officers for 2024. Bernie Smith said that she was happy to present anniversary certificates to staff at All Staff Day and that the training opportunities looked great. Beth LaPensee said that she is glad to see the launch of the Library of Things and that the propagation library is still popular. Rob Peven also thanked the All Staff Day planning team for providing such rich opportunities for growth at All Staff Day. Cathe Calder thanked Nancy for sending the All Staff Day agenda to them and said that not only does she appreciate the details of the training, but the vibe. She thanked Bernie Smith for representing the board that day.
13. Public comment – None.

14. Announcements – Date of Next Board Meeting – June 12, 2024 at 5 p.m. at the Summerfield-Petersburg Branch, 60 E. Center St., Petersburg, MI.
15. Adjournment – Motion by Beth LaPensee, supported by Rita Gordon, to adjourn the meeting at 6:05 p.m. Motion carried.

Respectfully submitted,

Catharine Calder, Chair

Beth LaPensee, Secretary