

**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 September 11, 2024 at the Newport Branch Library, the meeting was called to order by Chair Calder at 5:01 p.m. Secretary LaPensee called roll.

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

Staff: Lou Komorowski; Barbara Krueger; David Ross

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

2. Motion by Rita Gordon, supported by Bernie Smith, to approve the agenda as presented. Motion carried.
3. Motion by Rita Gordon, supported by Beth LaPensee, to approve the minutes of the July 17, 2024 board meeting. Motion carried.
4. Public Comment –  
Community Librarian David Ross welcomed the board to the Newport Branch. He shared information about recent and future branch activities. Lou Komorowski shared that MCLS was just featured in Friends of the Battlefield newsletter. The article celebrates our partnership with them on the River Raisin National Battlefield Park Library and offers congratulations on our anniversary.
5. Consent Agenda – Motion by Bernie Smith, supported by Beth LaPensee, to accept the items on the consent agenda as presented, including the July and August 2023 Financial Reports, as well as the Retiree Health Care Actuarial Report for the year ending December 31, 2023, and place on file. Motion carried.
6. Committee Reports  
**Finance Committee** –Ms. Bellaire said that we have received approximately 96% of our anticipated revenue for 2024 and spent about 59% of our planned expenditures with 66.6% of the year behind us. Penal fine information has arrived as well. The distribution this month was \$46,868, as compared to the 10-year average of 94,023. In order to reach our conservative budget estimate of \$700,000 for this line item, we will need to receive \$69,691 per month between October-December.  
**Facilities Committee**–No meeting. Nancy Bellaire reported that the Daume and Ellis parking lots have been sealed as approved last month.  
**Policy and Personnel Committee** –Rob Peven said that the committee had reviewed the director’s evaluation form and asked that board members complete Director Bellaire’s performance review and submit it to him in time to collate responses for the

October meeting. Ms. Bellaire will send the board members the blank form in email and will provide board members with her self-evaluation.

**Technology Committee** – No meeting. Nancy Bellaire reported that the staff committee on Artificial Intelligence is ready to share their draft with the Technology Committee.

**Woodlands Update** – Nancy Bellaire reported that the Woodlands contracts are listed on the agenda for consideration tonight and that all Woodlands reimbursement grant submissions have been sent in.

**Legislative Update** – None.

7. Unfinished Business – None.

8. New Business – Motion by Rita Gordon, supported by Rob Peven, to approve payment of the bills for the month ending July 31, 2024, in the amount of \$280,590.56. Motion carried.

Motion by Rita Gordon, supported by Beth LaPensee, to approve payment of the bills for the month ending August 31, 2024, in the amount of \$308,145.77. Motion carried. Discussion followed regarding the upcoming expiration of Bernie Smith's term on the Monroe County Library System Board of Trustees. Ms. Smith indicated that she does not plan to seek reappointment. Nancy Bellaire will inform County Administration of this.

Motion by Beth LaPensee, supported by Bernie Smith, to approve the 2024-25 Membership Contract as well as Fiscal Services and Automation Services contracts with the Woodlands Library Cooperative in the amount of \$18,580. Motion carried.

Motion by Beth LaPensee, supported by Rita Gordon, to approve the 2024-25 Delivery and RIDES contracts with the Woodlands Library Cooperative in the amount of approximately \$43,819.20. Motion carried.

9. Staff Report – Outreach and Marketing Supervisor Barbra Krueger reported that over 7000 people attended the more than 300 Summer Reading Program events this year. She also said that a draft of the Strategic Plan is ready to be shared with the committee members and Rob Peven, who volunteered to review on behalf of the board. She said that the 90<sup>th</sup> anniversary celebrations have gone well. We received proclamations from both State and local officials.

10. Director's Report – Mrs. Bellaire said that we have taken delivery of our new Ford Maverick and that it will be put in to service once the bed liner, cap, and signage are installed. She shared copies of the 2024 Fishing Regulations booklet, provided by the Michigan DNR. We are providing these booklets to branches circulating fishing poles as part of our Library of Things project. She updated the board on the Retiree Health Care Actuarial report which indicated that our plan is considered to be fully funded for past retirees and that we are now pre-paying for current employees' retiree health insurance. We are also participating with the Health Department to distribute free Covid tests in all branches. She shared copies of a City of Monroe satisfaction survey showing very positive ratings for library services.

11. Board Comments

The board thanked David for hosting the meeting, and for the updates about the Newport Branch. Beth LaPensee wished the Library a Happy Anniversary. Bernie Smith said that her grandchildren had a wonderful experience on the Bookmobile at St. Michaels School and that she is glad to see us celebrating this significant milestone in our history. Rob Peven thanked all for their reports and wondered if we can get an annual comparison on Hoopla usage, perhaps in bar-graph form. Cathe Calder said that the anniversary celebrations have been wonderful and she looks forward to keeping it going!

12. Public Comment – None.

13. Announcements

Date of Next Board Meeting—October 9 @ 5 p.m. at the Frenchtown-Dixie Branch Library, Monroe, Michigan.

14. Adjournment

Motion by Rita Gordon, supported by Rob Peven, to adjourn the meeting at 5:49 pm. Motion carried.

Respectfully submitted,

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Catherine Calder, Chair

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Beth LaPensee, Secretary