

**White Lake Community Library
Library Board Meeting Minutes
Wednesday, March 24, 2021
Immediately following Annual Meeting via Zoom**

Present: Ruth Grenell, Annlyn McKenzie, Lynnette Johnson, Melissa Martin, Norm Kittleson, Brian Hosticka, & Bobbie Allred.

Absent: Charles Ayers

Staff Present: Virginia DeMumbrum & Pam Osborn

1. **Call to Order** Meeting was called to order at 5:23 p.m. by the new White Lake Library President Norm Kittleson
2. **Approval of the Consent Agenda - Motion** - Brian **Second** - Ruth Motion carried.
 - a. Agenda
 - b. Minutes of the February 24, 2021 board meeting
 - c. Treasurer's Report, February 2021
 - d. Financial Statements
 - e. Bills to be Paid
 - f. Correspondence (none)
3. **Reports**
 - a. Director's Report - HVAC bid under unfinished business. New lockers coming soon, locks will be reset after each pick up or when new books are put in.
 - b. Policy/Personnel Committee - No new business.
 - c. Finance Committee - Covering under unfinished business.
 - d. Government Liaison Committee - No new business to report.
 - e. Board Development Committee - Melissa announced her resignation due to a move. Ray Veeder will be appointed as the new City of Whitehall representative to complete her term.
4. **Unfinished Business**
 - a. Finance Policy Update - **Motion** - Ruth **Second** - Brian to approve the updated finance policy. Motion carried.
5. **New Business**
 - a. Committee Nominations - tabling this to next month, April 28, when the new member & Charles are present. Here's where it stands so far:
 1. Board Development - Ruth + one or two
 2. Finance - Lynnette, Brian, + one
 3. Policy/Personnel Committee - Ruth, Annlyn and Bobbie
 4. Government Liaison - Brian + one or two
 5. Strategic Plan - Annlyn + one or two
 - b. HVAC bid acceptance - wait on the boiler - we have three that work - can make it through the fall and winter of 2021. We would look at purchasing in 2022. Air handler work must be done now, even though the costs are high. Motion to approve

Resolution 2021-04 (attached) to accept the Boardwell Mechanical bid of \$111,800 for the air handlers made by Ruth, **second** by Lynnette.

Roll Call Vote - Melissa - Yes, Annlyn - Yes, Ruth - Yes, Lynnette - Yes, Bobbie - Yes, Brian - Yes, Norm - Yes.

c. Resolution 2021-03 - Authorized Check Signers

President: Norm Kittleson
Vice President: Brian Hosticka
Secretary: Annlyn McKenzie
Treasurer: Lynnette Johnson

Motion to accept those above as authorized check signers made by - Brian, **Second** - Ruth Motion carried.

6. **Public Comment** - *If you wish to address the board on any matter, please state your name and limit your comments to 5 minutes.*
7. **Adjournment** - The meeting was adjourned at 6:11 p.m.

Next Meeting: April 28, 2021 at 5:15 p.m. Location TBD

Respectfully submitted,

*Melissa Martin
Board Secretary*