

**Minutes of the  
White Lake Community Library Board Meeting  
Held Wednesday February 26, 2025 at 5:15 pm**

Board Members Present: Brian Hosticka, Annlyn McKenzie, Norm Kittleson, Breann Fagan, Lynnette Johnson

Board Members Absent: Ruth Grenell, Charles Ayres, Ray Veeder

Staff Present: Virginia DeMumbrum, Pam Osborn, Amy Morris Jones, Renee Bolde, Beth Pierson

- 1. Call to Order and Pledge of Allegiance** - the meeting was called to order by President Hosticka at 5:16pm
  
- 2. Oath of Office for all board members (notarized)**  
Oaths were administered and notarized for Brian Hosticka, Annlyn McKenzie, Norm Kittleson, Breann Fagan, Lynnette Johnson
  
- 3. Approval of the Consent Agenda**
  - a. Agenda
  - b. Minutes of the December 18, 2024 board meeting
  - c. Treasurer's Report for December 2024 and January 2025
  - d. Financial Statements for December 2024 and January 2025
  - e. Bills to be Paid in the amount of \$56,503.74
  - f. Correspondence – letter from Congressman Moolenaar, auditor engagement letter and board questionnaire, email from patron, letter from Michigan Municipal League, Community Foundation 2024 year-end statement

Motion by N. Kittleson, seconded by B. Fagan, to approve the consent agenda with the corrected January treasurer's report. Motion carried.

- 4. Reports**
  - a. Director's Reports – January and February - attached
  - b. Policy/Personnel Committee – met Feb. 19 to review sick time policy, circulating device policy, and meeting room policy changes.
  - c. Finance Committee – no report
  - d. Government Liaison Committee – no report
  - e. Board Development Committee – no report
  
- 5. Unfinished Business** – none
  
- 6. New Business**
  - a. 2025-2027 Strategic Plan

Motion by L. Johnson, seconded by A. McKenzie, to approve the 2025-2027 Strategic Plan. Motion carried. The board expressed their appreciation for the process, the format, and the comprehensiveness of the final product.

b. Director's annual review

B. Hosticka will send forms to board members. Response within 30 days appreciated.

c. New Meeting Room Policy

The proposed policy was reviewed, but is awaiting legal vetting. Formal vote at a future meeting. Proposed usage limits and charges will be used to implement the online room reservation software.

d. Circulating Device Policy Update

Motion by N. Kittleson, seconded by A. McKenzie, to approve the updated circulating device policy. Motion carried.

e. New Sick Time Policy per ESTA

Motion by A. McKenzie, seconded by B. Fagan, to approve the new sick time policy in compliance with the Earned Sick Time Act. Motion carried.

f. Community Energy Management Grant Agreement

Motion by N. Kittleson, seconded by L. Johnson, to approve the acceptance of the grant agreement with the State of Michigan. Motion carried. There is some uncertainty due to the grant being federally funded, but the state has assured the library that the federal money has already been transferred to the state and it is extremely unlikely it can be clawed back.

g. Nominating Committee

After some discussion it was agreed that the nominating committee will consist of B. Hosticka, L. Johnson, and B. Fagan.

**7. Public Comment** – none received

**8. Adjournment**

Motion by A. McKenzie, seconded by N. Kittleson, to adjourn the meeting at 6:06. Motion carried.

**Next Meeting: Wednesday, March 26 at 5:15 pm**