

LIBRARY BOARD MEETING MINUTES GARDEN CITY, MICHIGAN Approved

LIBRARY BOARD MINUTES FROM 5/09/2023

PUBLIC HEARING ON PROPOSED BUDGET

CALL TO ORDER

The meeting was called to order at 7:06 PM. Present were Board President: Drew McMechan; Board Secretary: Lynn Cox; Board Members: Barbra Reddy; Janet Smith; Paul Werhane; and Director James Lenze

Guest:

Absent: Board Vice President: Nancy Bailey

PUBLIC COMMENT

None

ADJOURNMENT

The public hearing was adjourned at 7:08 PM

REGULAR LIBRARY BOARD MEETING

CALL TO ORDER

The regular board meeting was called to order at 7:08 PM. Present were Board President: Drew McMechan; Board Secretary: Lynn Cox; Board Members: Barbra Reddy; Janet Smith; Paul Werhane; and Director James Lenze

Guest:

Absent: Board Vice President: Nancy Bailey

APPROVAL OF MINUTES

It was moved by Board Member Werhane, supported by Board Member Reddy. Resolved: to accept the minutes of the Library Board meeting and closed session minutes of **Tuesday, April 11, 2023** and **Friday, April 21, 2023**

Vote:

Aye: 5 Nay: 0

Passes 5-0 unanimous

DIRECTOR'S REPORT

It was moved by Board Member Werhane, supported by Board Member Smith. Resolved to accept the Director's report for the month as presented.

Vote:

Aye: 5 Nay: 0 Abstain: 0

Passes 5-0 unanimous

FINANCIAL REPORTS

The financial reports for March were presented. The financial reports for April were yet not available. They will be presented next month.

UNFINISHED BUSINESS

DIRECTOR EVALUATION

It was moved by Board Member Smith, supported by Board Member Reddy. Resolved to enter Closed Session after Public Comment at the request of Library Director Lenze for the purpose of conducting his annual performance evaluation.

Roll Call Vote:

McMechan: Aye; Cox: Aye; Reddy: Aye; Smith: Aye; Werhane: Aye;

Passes 5-0 unanimous

TRANSFER OF FUNDS

It was moved by Board Member Smith, supported by Board Member Cox. Resolved to approve the transfer of \$50,000.00 from the Library Fund to the checking account on or about May 18, 2023.

Vote:

Aye: 5 Nay: 0 Abstain: 0
Passes 5-0 unanimous

FY2023-24 BUDGET (Tax Rate)

It was moved by Board Member Werhane, supported by Board Member Smith.

Whereas, the Garden City Public Library is a city library established under Section 10a of the City, Village and Township Libraries Act, 1877 PA 164; and

Whereas, voters in the City of Garden City ("City") approved a millage in August 2018 at a rate of 1.0 mill that has been reduced by the Headlee Amendment to .9141 mill in 2022; and

Whereas, voters in the City also approved a millage in November 2019 at a rate of 1.0 mill that has been reduced by the Headlee Amendment to .9426 mill in 2022; and

Whereas, the Library Board held a public budget hearing on May 09, 2023, after notice of the hearing was duly given and published in the Telegram Newspaper on April 27, 2023; and

Whereas, pursuant to Section 10a(3) of PA 164, the Library Board "shall prepare an estimate of the amount of money necessary for the support and maintenance of the free public library for the ensuing year, not to exceed 2 mills on the dollar of the taxable property of the city" and "shall report the estimate to the legislative body of the city"; and

Whereas, also pursuant to Section 10a(3) of PA 164, the City Council "shall raise by tax upon the taxable property in the city the amount of the estimate in the same manner that other general taxes are raised in the city";

Now, therefore, be it resolved that:

1. The Library Board approves and certifies the levy of a total millage rate of 1.8567 mills, comprised of .9141 mill for the 2018 millage and .9426 mill for the 2019 millage, to be levied in July 2023.
2. The Library Director shall submit a copy of this Resolution to the Mayor and Council of Garden City, and the Garden City Clerk and Treasurer as soon as possible.
3. All resolutions and parts of resolutions insofar as they conflict with the provisions of this Resolution are rescinded.

Roll Call Vote:

McMechan: Aye; Cox: Aye; Reddy: Aye; Smith: Aye; Werhane: Aye;
Passes 5-0 unanimous

FY2023-24 BUDGET (Appropriation)

It was moved by Board Member Werhane, supported by Board Member Smith.

After consideration and review, the Garden City Library Board adopts the proposed budget for the Fiscal Year 2023-24, ending June 30, 2024, as presented. Further, the Board appropriates \$657,677 for library purposes for the fiscal year ending June 30, 2024. All other amounts shown are for supporting documentation, administrative control, and guidance purposes.

Roll Call Vote:

McMechan: Aye; Cox: Aye; Reddy: Aye; Smith: Aye; Werhane: Aye;
Passes 5-0 unanimous

NEW BUSINESS

BUDGET AMENDMENT

It was moved by Board Member Werhane, supported by Board Member Smith. Resolved to amend the Library's budget for the current fiscal year (FY2022-23) by increasing the appropriations by \$65,000.00 effective immediately, using unassigned fund balance as follows: increase the revenue line "Use of Fund Balance" from \$0.00 to \$65,000.00, and create the expenditure line "709-790-959 Contributions to Other Governments" with a budgeted amount of \$65,000.00.

Vote:

Aye: 5 Nay: 0 Abstain: 0
Passes 5-0 unanimous

PAYMENT TO CITY

It was moved by Board Member Werhane, supported by Board Member Reddy. Resolved to approve the payment of \$65,000.00 from expenditure line "790-790-959 Contributions to Other Governments" to the City of Garden City in accordance with the Settlement Agreement and Intergovernmental Agreement, and to affect that payment no later than 14 days after all parties and witnesses have signed the agreements.

Vote:

Aye: 5 Nay: 0 Abstain: 0
Passes 5-0 unanimous

CREDIT CARD POLICY

Discussed. No action.

OTHER BUSINESS

None

PUBLIC COMMENT

Marge Hickman had questions about the current year budget.

John Murray had questions about the Building Fund, and recommended that the Board consider recording its meetings.

CLOSED SESSION

Board entered Closed session at 8:04 PM

Board returned to Open Session at 8:38 PM

DIRECTOR EVALUATION (resumed)

It was moved by Board Member Werhane, supported by Board Member Reddy. Resolved to approve the Library Director's performance evaluation with an overall score of "Highly Proficient" and file the same in the appropriate Personnel files. The Board appreciates James Lenze's professionalism and dedication, especially in the face of the challenges associated with litigation.

Vote:

Aye: 5 Nay: 0 Abstain: 0
Passes 5-0 unanimous

DIRECTOR'S PAY INCREASE

It was moved by Board Member Reddy, supported by Board Member Smith. Resolved to approve a pay increase of 5% for the Library Director effective starting the Monday of the first pay period in Fiscal Year 2023-24, being Monday, July 03, 2023.

Vote:

Aye: 5 Nay: 0 Abstain: 0
Passes 5-0 unanimous

ADJOURNMENT

The meeting was adjourned at 8:43 PM

Next Meeting: **Tuesday, June 13, 2023 at 7:00 PM.**

A handwritten signature in black ink, appearing to be "JBL", enclosed within a hand-drawn oval border.