

LIBRARY BOARD MEETING MINUTES GARDEN CITY, MICHIGAN Approved

LIBRARY BOARD MINUTES FROM **5/10/2022**

CALL TO ORDER

The meeting was called to order at 6:05 PM. Present were Board Members: Lynn Cox; Millie Tyszkiewicz; Drew McMechan; Janet Smith; Paul Werhane; Nancy Bailey; and Director James Lenze

Guest:

Absent:

PUBLIC HEARING

The public hearing on the proposed library budget for FY2022-23 was opened by Board President McMechan at 6:05 PM.

Marge Hickman and John Murray commented.

The public hearing ended at 6:10 PM.

Board Member Jan Smith asked to be excused from the remainder of the meeting.

APPROVAL OF MINUTES

It was moved by Board Member Tyszkiewicz, supported by Board Member Cox. Resolved: to accept the minutes of the Library Board meeting of **3/8/2022, 4/12/2022, 4/20/2022** and the closed session minutes of **3/8/2022** as presented.

Vote:

Aye: 5 Nay: 0

Passes 5-0 unanimous

DIRECTOR'S REPORT

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

Vote:

Aye: 5 Nay: 0

Passes 5-0 unanimous

BILLS

It was moved by Board Member Tyszkiewicz, supported by Board Member Cox. Resolved to accept payment of monthly bills as presented

Vote:

Aye: 5 Nay: 0

Passes 5-0 unanimous

UNFINISHED BUSINESS

EMPLOYEE HANDBOOK

It was moved by Board Member Werhane, supported by Board Member Tyszkiewicz. Resolved to refer the Employee Handbook as presented to the Library's attorney for review.

Vote:

Aye: 5 Nay: 0

Passes 5-0 unanimous

NEW BUSINESS

TAX LEVY REQUEST

It was moved by Board Member Cox, supported by Board Member Tyszkiewicz. 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 .9140 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 .9425 mill in

2022; and whereas, the Library Board held a public budget hearing on May 10, 2022, after notice of the hearing was duly given and published in the Observer Newspaper on April 28, 2022; 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 1.8565 mills, comprised of .9140 mill for the 2018 millage and .9425 mill for the 2019 millage, to be levied in July 2022.
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: Werhane – Aye; McMechan – Aye; Cox – Aye; Bailey – Aye; Tyszkiewicz – Aye; (Smith absent)
Passes 5-0 unanimous

BUDGET APPROPRIATION

It was moved by Board Member Cox, supported by Board Member Tyszkiewicz. After consideration and review, the Garden City Library Board adopts the proposed budget for the Fiscal Year 2022-23, ending June 30, 2023, as presented on the attached spreadsheet labeled FY2022-23 Proposed Budget pursuant to the column titled, "2022-23." Further, the Board appropriates \$610,233 for library purposes for the fiscal year ending June 30, 2023. All other amounts shown are for supporting documentation, administrative control and guidance purposes.

Roll Call Vote: Werhane – Aye; McMechan – Aye; Cox – Aye; Bailey – Aye; Tyszkiewicz – Aye; (Smith absent)
Passes 5-0 unanimous

STAFF PAY INCREASE

It was moved by Board Member Cox, supported by Board Member Tyszkiewicz. Resolved to approve a \$1.25 per hour pay increase, effective July 1, 2022, for all current Library employees (exclusive of the Library Director) having satisfactorily completed their probationary period.

Vote:

Aye: 5 Nay: 0
Passes 5-0 unanimous

RETIREE LIFE INSURANCE

Discussed. No action.

FUNDS

It was moved by Board Member Tyszkiewicz, supported by Board Member Cox. Resolved to approve the transfer of \$50,000 to the checking account

Vote:

Aye: 5 Nay: 0
Passes 5-0 unanimous

LEASE

As it was doubtful that the Board would be able to reach an agreement on the lease proposal which they received only hours earlier, Board President McMechan called for a Special Meeting to be held at 6:00 PM on Tuesday, May 24, 2022 for the purpose of discussing the lease proposal.

It was moved by Board Member Cox, supported by Board Member Werhane. Resolved to enter into Closed Session after Public Comment for the purpose of considering the lease of real property.

Roll Call Vote: Werhane – Aye; McMechan – Aye; Cox – Aye; Bailey – Aye; Tyszkiewicz – Aye; (Smith absent)
Passes 5-0 unanimous

LIBRARY DIRECTOR PERFORMANCE EVALUATION

It was moved by Board Member Cox, supported by Board Member Werhane. Resolved to enter closed session after the Public Comment, at the request of the Library Director, for the purpose of conducting his performance evaluation.

Roll Call Vote: Werhane – Aye; McMechan – Aye; Cox – Aye; Bailey – Aye; Tyszkiewicz – Aye; (Smith absent)
Passes 5-0 unanimous

OTHER BUSINESS

BOARD EMAIL ADDRESS

Discussed

PUBLIC COMMENT

Marge Hickman asked questions about the Headlee reduction and the tax levy.

John Murray asked how the Budget addresses the proposed lease agreement and inflation.

Kim Dold stated that she was attending Board Meetings to educate herself.

CLOSED SESSION

Board entered Closed Session to consider the lease of real property and to conduct the performance evaluation of the Library Director, by his request, at 7:12 PM

Board Member Tyszkiewicz asked to be excused at 7:45 PM

Board returned to Open Session at 7:55 PM

DIRECTOR PERFORMANCE EVALUATION

It was moved by Board Member Cox, supported by Board Member Werhane. Resolved to approve the Library Director's performance evaluation and file the same in the appropriate Personnel files; and to further approve a pay increase of \$1.25 per hour for the Library Director effective July 1, 2022

Roll Call Vote: Werhane – Aye; McMechan – Aye; Cox – Aye; Bailey – Aye; (Smith and Tyszkiewicz absent)

Passes 4-0 unanimous

ADJOURNMENT

The meeting was adjourned at 7:59 PM

Next Meeting (Special): **Tuesday, May 24, 2022 at 6:00 PM.**

Next Meeting (Regular): **Tuesday, June 14, 2022 at 6:00 PM.**

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