

LIBRARY BOARD MEETING MINUTES GARDEN CITY, MICHIGAN Approved as amended

LIBRARY BOARD MINUTES FROM 11/14/2023

CALL TO ORDER

The meeting was called to order at 7:04 PM. Present were Board President: Drew McMechan; Board Vice President: Nancy Bailey; Board Secretary: Lynn Cox; Board Members: Barbra Reddy; Janet Smith; Paul Werhane; and Director James Lenze, and Assistant Director Kim Poma

Guest: Aaron Stevens (Maner Costerisan)

Absent:

APPROVAL OF MINUTES

It was moved by Board Member Smith, supported by Board Member Reddy. Resolved: to accept the minutes of the Library Board meeting of **Tuesday, October 10, 2023**

Vote:

Aye: 6 Nay: 0

Passes 6-0 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: 6 Nay: 0 Abstain: 0

Passes 6-0 unanimous

FINANCIAL REPORTS

Monthly financial reports for September and October were presented along with bank reconciliation reports. The audited financial statements were presented by Aaron Stevens of Maner Costerisan.

It was moved by Board Member Smith, supported by Board Member Werhane. Resolved to accept and file the audited financial statements as presented.

Vote:

Aye: 6 Nay: 0 Abstain: 0

Passes 6-0 unanimous

UNFINISHED BUSINESS

RETIREMENT PLAN (401A)

It was moved by Board Member Werhane, supported by Board Member Smith. WHEREAS, the Garden City Library Board desires to provide a retirement plan (401a Plan) for full time employees hired after June 30, 2023, and has previously approved the such terms for the 401a Plan as were deemed appropriate, NOW THEREFORE, it is RESOLVED, that the form of Plan and Trust effective December 1, 2023, presented to this meeting is hereby approved and adopted and that an authorized representative of the Employer is hereby authorized and directed to execute and deliver to the Administrator of the Plan one or more counterparts of the Plan with immediate effect. FURTHERMORE, it is RESOLVED, the Amendment to Implement Hardship Distribution Provisions of The Bipartisan Budget Bill of 2018 to the Garden City Public Library 401(a) Plan (the Amendment) is hereby approved and adopted and that an authorized representative of the Employer is hereby authorized and directed to execute and deliver to the Plan Administrator the Amendment and to take any and all actions as it may deem necessary to effectuate this resolution with immediate effect.

Vote:

Aye: 6 Nay: 0 Abstain: 0

Passes 6-0 unanimous

NEW BUSINESS

ELECTION OF BOARD OFFICERS

It was moved by Board Member Smith, supported by Board Member Reddy. Resolved to elect the following slate of officers: President Drew McMechan, Vice President Paul Werhane, Secretary Lynn Cox.

Vote:

Aye: 6 Nay: 0 Abstain: 0
Passes 6-0 unanimous

SCHEDULE OF MEETINGS

It was moved by Board Member Werhane, supported by Board Member Reddy. Resolved to approve the Schedule of Regular Library Board Meetings for 2024 as presented, with monthly meetings on the 2nd Wednesday of each month at 7:00 PM

Vote:

Aye: 6 Nay: 0 Abstain: 0
Passes 6-0 unanimous

TRANSFER OF FUNDS

It was moved by Board Member Werhane, supported by Board Member Smith. Resolved to approve, with immediate effect, the transfer of all Library Building Funds currently held by the City of Garden City (City) to the Library's Building Fund subaccount with MI CLASS, and the transfer of all Library Operating Funds currently held by the City to the Library's Operating Fund subaccount with MI CLASS, and to request that going forward the City make monthly transfers of all moneys received to the credit of either the Library Operating or Building Fund to the appropriate subaccount with MI CLASS until otherwise directed by the Library.

Vote:

Aye: 6 Nay: 0 Abstain: 0
Passes 6-0 unanimous

RECIPROCAL BORROWING

It was moved by Board Member Werhane, supported by Board Member Smith. Resolved to approve the participation of the Garden City Public Library (Library) in TLN's Reciprocal Borrowing Program and to adopt in their entirety the policies of the program. It is understood that the Library may withdraw from the program at anytime with a minimum 90 days' notice

Vote:

Aye: 6 Nay: 0 Abstain: 0
Passes 6-0 unanimous

ACCOUNTANT'S FEES

Discussed. No action.

OTHER BUSINESS

Board Member Werhane mentioned that the old Bank of America building on Middlebelt will be going up for auction on January 19th.

PUBLIC COMMENT

John Murray asked if there was a minimum required fund balance amount for libraries. Also, he inquired whether the Library Director, Superintendent of Schools, and Director of Parks and Recreation could meet regularly to discuss cooperation and collaboration.

ADJOURNMENT

The meeting was adjourned at 8:27 PM

Next Meeting: **Tuesday, December 12, 2023 at 7:00 PM.**

