

MINUTES

From the September 22, 2025
Regular Board Meeting

I. Start of Meeting

II. Roll Call

Board Members Present: Ken Baker, Michele Behr, Jeanne Friedman, Cara Terry, Tom Vance, and Linda Whitlock

Board Members Absent: Donna VanderVries (excused)

Library Staff Present: Library Director Christy Klien, Quyen Edwards, Lawrence Kapture, Steve Rossio, and Colin Whitehurst,

Library Staff Absent: Rolfe, Behrje, Ben Chee, Rob Foti, Abby Pylar, and Laura Wright

III. Comments or Requests from the Public, Board Members, or Library Staff

Library Board Chair Tom Vance welcomed everyone to the September 22, 2025 Library Board Meeting at 8:00 PM. He asked if anyone present had any comments and there were none.

IV. Adoption of the Agenda for the Regular Meeting of September 22, 2025

Library Board Chair Vance asked if there were any changes to the agenda before its adoption and there were none. Vance asked for a motion to adopt the agenda.

MOTION: It was moved by Trustee Behr and supported by Trustee Friedman that the Library Board adopt the agenda for the regular meeting of September 22, 2025. Vote 6-Yes, 0-No, 1-Absent (VanderVries). Motion carried.

V. Consent Agenda

Library Board Chair Vance asked if there were any changes needed to the consent agenda for the September 23, 2024 board meeting before its adoption and none were requested.

- A. Minutes of the regular meeting held on August 25, 2025
- B. September 2025 Narrative
- C. Financial Condition for August 2025
- D. Statistical Report for August 2025
- E. October 2025 Program Calendar
- F. Review of Materials Selection Policy
- G. Review of Capitalization Policy
- H. MLA Advocacy

MOTION: It was moved by Trustee Friedman and supported by Trustee Terry that the Library Board approve the consent agenda for the regular meeting of September 22, 2025. Vote 6-Yes, 0-No, 1-Absent (VanderVries). Motion carried.

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VI. Governance

A. Initiation of Library Director's 2025 Evaluation

The Library Board had a discussion of the Library Director's 2025 evaluation. This year's Personnel Committee is made up of Board Chair Vance, Vice Chair Friedman, and Trustee Whitlock. The evaluation form will go out to trustees after the October 2025 Board Meeting and are due to Board Chair Vance on the Monday before Thanksgiving (Monday, November 24). Marketing Manager Colin Whitehurst will reformat the forms, so hopefully there will not be any issues as there were last year.

VII. Ends Development

A. Report on 2025 Summer Reading Program

Library Director Klien gave a brief overview of the 2025 Summer Reading Program. Youth did stickers and milestone books as 3 prizes. , no weekly drawings. The participation numbers looked good. Door traffic was high and it was a very busy summer. People wanted to be inside in air conditioning! Job well done. Keep it up!

VIII. Library Director's Reports

A. Final remarks by Library Director for the September 23, 2024 Library Board Meeting.

Library Director Klien Board Retreat in November

Next month budget amendments for donations and two statistical reports

Library Director Klien said we held a Staff Development Day last Friday. Staff appreciate the time to spend together doing training, trivia, lunch, and afternoon departmental meetings. Klein noted that there are always some patrons who are caught off guard at the closure, but we will continue to do our best to try to notify the community in advance.

Trustee Terry added a comment about Friends; they are going to have an additional history book sale in November since they had over 3,000 history books donated. Great that they thought of the library!

Trustee Behr commented that the PASS Program stats look great.

Trustee Whitlock said that this summer, we made use of the Michigan Activity Pass. My granddaughter also made use of this program through her home library as well. I'm taking a little credit for introducing her to other services libraries provide.

Board Chair Vance ended remarks by saying that we are all thinking of Kristy Zeluff and her family during this difficult time.

IX. Process Evaluation

A. Suggestions for Agenda Items to be included on the October 27, 2025 Board Meeting

1. Minutes of the Regular Meeting held on September 22, 2025
2. Review of Donations Policy.
3. Review of Investment Policy.
4. Review of Resident Non-Resident Policy.
5. Approval of Holiday Schedule for Library Hours of Operation in 2026.
6. Monitoring Report – Communication & Support to the Library Board.
7. Monitoring Report – Ends Focus of Grants/Contracts.

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8. Update on Library Director's 2025 Evaluation Process.
9. Library Directors accomplishment of personal goals for FY 2025.
10. 3rd Quarter Financial Report for FY 2025.
11. 3rd Quarter Strategic Plan Report.

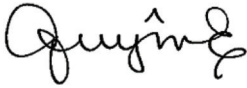
B. Miscellaneous

X. Adjournment

Library Board Chair Vance said if there was no further business to be considered, that he would adjourn the regular board meeting of September 22, 2025.

DISPOSITION: The regular board meeting of September 22, 2025 was adjourned at 8:15 PM.

Recorded and Transcribed by,



Quyen Edwards

Library Board Secretary