

**Minutes**  
**Board of Trustees Meeting**  
**October 11, 2023**



**PRESQUE ISLE DISTRICT LIBRARY**

- Call to Order** The regular meeting of the Presque Isle District Library Board of Trustees was called to order at 3:04 p.m. on Wednesday, October 11, 2023, at the Onaway library branch by Chairman Jeffrey Hopp. Board members present were Trustees Beach Hall, Jennifer Altman, Judy Kimball, Art Nash, Colleen Whitsitt and Mary Hentkowski. Staff present were Amber Alexander and Tera Talaska.
- Public Comment** Two representatives from the Onaway Friends. Kelli, the Onaway City Clerk, informed the Board that the Michigan State Christmas Tree for the Lansing lighting was chosen from a residence in the City of Onaway in honor of his wife.
- Minutes** *Moved by Colleen Whitsitt and seconded by Art Nash to approve the minutes from the September 2023 board meeting with correction of location to Millersburg. Roll call vote was unanimous.*
- Financial Statements** *Moved by Beach Hall and seconded by Judy Kimball to accept the Quarterly Reports with suggested amendments. All ayes.*
- Moved by Jennifer Altman and seconded by Mary Hentkowski to accept the Accounts Payable and Checks Printed since last board meeting. Roll call vote was unanimous.*
- Directors Report** Bottle painting class presented by the Director on October 12<sup>th</sup>.  
Pumpkin carving in Grand Lake on October 12<sup>th</sup>.  
Onaway will be having a Tech Help Workshop on October 17<sup>th</sup>.
- Theater Marquee Lighting and Manhattan Short Film Festival at Rogers Theater was a great success.
- Andre Rieu Concert was appreciated by the community.
- New shelving is installed for the Running Book Sale per request from the Rogers City Friends. They have been invoiced.
- October 13<sup>th</sup>, all the libraries are closed for a staff in-service day.
- New clerk in Onaway is Cassandra Cobb. Beth Smith is officially retired.
- CFNEM Balance Sheets were passed around.
- Central Michigan University has a Broadband Pilot Program to help with future Telehealth. We have requested to be a pilot area.
- New awning in the Onaway for the front library door has been installed. A picture was in the Advance News. In addition, the Marquee Restoration also was recognized in the paper.
- Old Business** *Oath of Office* forms signed and notarized.
- Moved by Art Nash and seconded by Beach Hall to accept and approve the new ACH & EFT Policy. All ayes.*
- Moved by Judy Kimball and seconded by Art Nash to accept and approve the new Fraud & Risk Management Policy. All ayes.*
- Moved by Jennifer Altman and seconded by Mary Hentkowski to accept and approve the new Whistleblower Policy. All ayes.*

*Moved by Judy Kimball and seconded by Art Nash to accept and approve the amended Volunteer Policy. All ayes.*

**New Business**

*Moved by Art Nast and seconded by Mary Hentkowski to move to a Closed Session at 3:35 pm. All ayes.*

*Moved by Colleen Whitsitt and seconded by Judy Kimball to adjourn the Closed Session at 4:14 pm. All ayes.*

**Other Business**

After the new year, the Board will look at putting the interest of millage funds/penal fines into MIClass Edge Fund to use as building fund.

Amber will assist Board members to new Gmail accounts.

Jeffrey, Jennifer, and Mary will meet at 2:30 pm before the December Board meeting for the Director's annual review.

**Next Board Meeting**

Next meeting will be held Wednesday, November 8<sup>th</sup>, 2023 in Onaway.

**Adjournment**

Meeting adjourned at 4:19 p.m.

Respectfully Submitted: Jennifer Altman