

HARRISON DISTRICT LIBRARY - BOARD MEETING

Director, Bissonnette
Assistant Dir. Loomis
President, House
Treasurer, Foote
Secretary, Winters
Trustee Hoyt
Trustee Richards
Trustee Wood

UNAPPROVED

Regular Meeting – Regular meeting August 27, 2024, at 9:30 am

Present – Director Sheila Bissonnette, Assistant Director Loomis, President Nancy House, Secretary Mary Winters, Treasurer, Rick Foote, Trustee Deb Hoyt, Trustee Diane Wood.

Absent – Trustee Don Richards

Public – None

Public Comment: None

Agenda: It was moved by Treasurer Foote and seconded by Trustee Wood to approve the agenda with additions. Ayes all. Motion carried.

Consent Agenda: Secretary Winters made the motion to approve the consent agenda. Treasurer Foote supported the motion. Ayes all. Motion carried.

Old Business:

A. **Library Update:**

Nick provided an update on the roof and wall repairs. The repairs made by Brandle Roofing seem to have resolved the immediate issues, as the affected areas are still dry. These repairs are expected to suffice for the near future. Brandle Roofing will provide estimates for both asphalt and steel roofing options for potential replacement. The repair of the exterior basement wall has been completed.

Nick also gave a brief update on the new earned sick time and minimum wage laws that will go into effect next year. We anticipate that revisions to our personal handbook will be necessary once we have more clarity on the impact of these new requirements.

New Business:

A. **Review/approval of the Public Comment Policy:**

The Bylaws Committee recommended including a public comment policy to support the revised bylaws. A proposed policy was presented to the library board. This proposed policy will be reviewed by our library attorney along with the bylaws. No action was taken at this time.

B. **Bylaws addendum review/approval:** The Bylaws Committee provided the final draft of the revised bylaws, along with updated addendums, for board input. The revised

bylaws, addendums, and public comment policy will be reviewed by the library's attorney before final approval by the board. No action was taken at this time.

- C. Memorandum of Understanding review/approval: The Memorandum of Understanding (MOU) between the Harrison District Library and the Pere Marquette District Library was presented. Treasurer Foote made a motion to approve the MOU, and Trustee Hoyt supported the motion. The motion was approved unanimously.
- D. Review of professional performance evaluation: The Bylaws Committee presented an updated professional evaluation review for consideration. The professional evaluation will be completed annually. Treasurer Foote made a motion to approve the revised professional evaluation as presented, and Secretary Winters supported the motion. The motion was approved unanimously.
- E. General discussion: General discussion regarding a revised educational agreement was had. Sheila will revise the agreement for presentation at the September board meeting. No action was taken.

Public Comment: No public comment.

It was moved by Trustee Wood and seconded by Treasurer Rick Foote to adjourn the regular meeting at 10:47 am. The next meeting will be on September 24, 2024 at 9:30 am.

Library Director,
Sheila Bissonnette, MLIS