

HARRISON DISTRICT LIBRARY - BOARD MEETING

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

UNAPPROVED

Regular Meeting – Regular meeting on October 28, 2025, at 9:30 am

Call to order: 9:30 am.

Roll Call:

President Nancy House: Present. Treasurer Rick Foote: Present. Secretary Mary Winters: Present. Trustee Debra Hoyt: Absent. Trustee Rachel Anderson: Present. Trustee Diane Wood: Absent. Library staff: Director Sheila Bissonnette. Assistant Director Nick Loomis.

Approval of consent agenda items: Treasurer Rick Foote made a motion to approve the consent agenda items. Secretary Mary Winters supported the motion: Ayes, all. Motion carried.

Director's Report:

Library Director Sheila Bissonnette informed the board that the annual financial audit has been completed. The audit process has been streamlined over the past several years and was completed smoothly, with no issues reported. Testing of the data migration to the new Polaris system is ongoing. Some patron and bibliographic records did not migrate as expected, and Sheila is working to identify and correct those areas. Both Nick and Sheila will attend the Michigan Library Association Annual Conference in Lansing, October 29–31.

Old Business:

A. Library update:

After the roof project was completed, we continued to experience a problem in the ladies' restroom that appeared to be caused by water in the light fixture. Nick and Terry worked to determine the source of the issue. Although it seemed that the light was being damaged by water, no moisture was initially found. After the third light fixture was replaced, Terry relocated it to a different spot on the ceiling. During the next rainfall, they discovered a small leak dripping directly onto the light control panel.

Nick then inspected the area around the sealed doorway on the second floor leading to the flat roof. He found that some siding had come loose and was not properly covering the building. Terry sealed the area to ensure it was protected. After the repair, the next rainfall showed no signs of water in the ladies' restroom. Since then, there have been several rainfalls with no further issues, suggesting the problem has been resolved.

New Business:

- A. **Review/approval of the revised 2025-2026 annual budget:** The budget revision included the final payment for the roof project and the increase in penal fine revenue. Secretary Mary Winters made the motion to approve the revised budget as presented. Treasurer Rick Foote provided support for the motion. Ayes all. Motion carried.
- B. **Review/approval of the Patron Behavior Policy:** Treasurer Rick Foote moved to approve the Patron Behavior Policy, pending clarification from the attorney regarding Section II, Paragraph E, "Recreational Equipment and Personal Transport Devices." Trustee Rachel Anderson supported the motion. All ayes. Motion carried.
- C. **Review/approval of the Library Violations and Appeal Policy:** Treasurer Rick Foote made the motion to approve the Library Violations and Appeal Policy. Secretary Mary Winters provided support for the motion. Ayes all. Motion carried.

Public Comment: No public comment.

Questions and comments from board members: Treasurer Rick Foote reminded people to vote on the school election on November 4th.

Adjournment: Trustee Rachel Anderson made the motion to adjourn. Secretary Mary Winters provided support. The October 28, 2025, meeting was adjourned at 10:08 a.m.

The next meeting will be on November 25, 2025, at 9:30 am

Library Director, Sheila Bissonnette