



## Canton Public Library Board of Trustees General Meeting Minutes

**September 19, 2024 – 7:30 PM**

The Chairperson, A. Iqbal, called the meeting to order at 7:41 PM.

Present: N. Eggenberger, M. Farell, A. Iqbal, J. Lee, C. Spas

Absent: A. Watts

Also Present: S. Bewick, E. Davis

### **CALL TO AUDIENCE**

Present: K. Bounds, L. Golden, M. Hathaway, D. McHugh, M. Nicholson, C. Swanberg

No comments

### **APPROVAL OF AGENDA**

The agenda was approved by unanimous consent.

### **APPROVAL OF GENERAL MEETING MINUTES**

The minutes were approved by unanimous consent.

### **COMMUNICATIONS**

Director E. Davis advised the library has received additional guidance from the state official about the upcoming changes to the Earned Sick Time Act and the state minimum wage. It appears that Michigan's minimum wage will be increasing by \$2 per hour in February 2025; the library's consultants will perform an analysis and the board will likely be presented with a budget amendment. The library will also need to update several personnel policies to remain in compliance with the new Earned Sick Time Act.

### **DIRECTOR'S REPORT**

Davis had nothing to add to the written report.

### **TRUSTEE COMMENTS**

Trustee J. Lee asked how mileage reimbursements will be handled for the upcoming home delivery pilot. Circulation Services Department Head Kat Bounds advised the library is currently exploring options to use a courier service. The materials would be packaged at the library, then delivered and returned by courier. After the pilot program is completed, the Home Delivery Committee will provide a recommendation to Davis during the budget-planning process.

### **COMMITTEE REPORTS**

None

## **UNFINISHED BUSINESS & GENERAL ORDERS**

**Michigan CLASS Local Government Investment Pool** – The board requested additional time to review the materials provided by Michigan CLASS. The board may invite Michigan CLASS Senior Director Jeff Anderson to provide another overview after the new trustees have been sworn in.

**Approve audit services contract** – Davis advised the library's recommendation is to renew the audit services contract with Plante Moran. In addition to already having a working relationship, the library benefits from Plante Moran also being the township's auditors. The quoted rate was locked in for a period of five years, while some firms were only offering three-year contracts.

*(Chairperson A. Iqbal temporarily stepped out of the meeting at 8:11 PM. Secretary-Treasurer C. Spas assumed the role of Acting Chair during this period.)*

N. Eggenberger moved and M. Farrell supported a motion to approve the audit services contract with Plante Moran as presented.

**The motion passed unanimously 24/9-19-1 (4-0-0)**

*(Chairperson A. Iqbal returned at 8:13 PM and resumed the role of Chair.)*

## **NEW BUSINESS**

**Approve 2025 Schedule of Board Meetings and Library Closures** – J. Lee moved and C. Spas supported a motion to approve the 2025 Schedule of Board Meetings and Library Closures as presented.

**The motion passed unanimously 24/9-19-2 (5-0-0)**

**Memorandum of Understanding with the Friends of the Library** – Davis advised that the Memorandum of Understanding has been reviewed by both the library's attorneys and those of the Friends. The Friends board met last week and are ready to move forward with the Memorandum of Understanding as presented. J. Lee moved and C. Spas supported a motion to approve the Memorandum of Understanding with the Friends of the Library as presented.

**The motion passed unanimously 24/9-19-3 (5-0-0)**

**2024 Circulation Policy Revision** – M. Farrell moved and N. Eggenberger supported a motion to adopt the Circulation Policy Revision as presented.

**The motion passed unanimously 24/9-19-4 (5-0-0)**

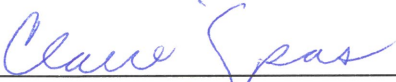
**Director's evaluation process** – Davis requested that the board go into closed session to discuss her evaluation at the October 17 meeting, as this will be the last meeting with the current board before the new trustees are sworn in on November 21. She will distribute feedback forms to the Friends of the Library board members and all library staff to request input for the board's review.

## **CALL TO AUDIENCE**

None

**ADJOURN**

The meeting was adjourned at 8:31 PM.

  
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Claire Spas, Secretary-Treasurer

10/03/2024

BALANCE SHEET FOR CANTON PUBLIC LIBRARY  
Period Ending 09/30/2024

GL Number	Description	Balance
Fund 101 - GENERAL FUND		
*** Assets ***		
101-000.00-001.01	CHECKING-GENERAL	7,676,856.06
101-000.00-001.03	CHECKING-FSA REIMBURSEMENT	20,182.87
101-000.00-002.00	SAVINGS	1,004,676.09
101-000.00-123.00	PREPAID EXPENSES	1,116.00
	Total Assets	8,702,831.02
*** Liabilities ***		
101-000.00-202.00	ACCOUNTS PAYABLE	55,007.86
101-000.00-219.01	SOCIAL COMMITTEE	2,800.46
101-000.00-219.02	MISCELLANEOUS GRANTS & DONATIONS	1,915.01
101-000.00-219.03	WELCOMING COMMITTEE	500.00
101-000.00-231.08	FLEXIBLE SPENDING ACCOUNT DEDUCTION	6,855.41
	Total Liabilities	67,078.74
*** Fund Balance ***		
101-000.00-390.00	GENERAL FUND BALANCE	6,195,271.31
	Total Fund Balance	6,195,271.31
	Beginning Fund Balance	6,195,271.31
	Net of Revenues VS Expenditures	2,440,480.97
	Ending Fund Balance	8,635,752.28
	Total Liabilities And Fund Balance	8,702,831.02