



Canton Public Library Board of Trustees General Meeting Minutes

February 20, 2025 – 7:00 PM

The Chairperson, J. Lee, called the meeting to order at 7:00 PM.

Present: H. Abdu, N. Eggenberger, A. Iqbal, J. Lee, A. Wahby, A. Watts

Absent: None

Also Present: S. Bewick, E. Davis

CALL TO AUDIENCE

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

No comments

APPROVAL OF AGENDA

The agenda, as amended, was approved by unanimous consent.

APPROVAL OF GENERAL MEETING MINUTES

The minutes were approved by unanimous consent.

COMMUNICATIONS

None

DIRECTOR'S REPORT

In addition to her written report, Director E. Davis advised Library Design Associates will be onsite next week to help facilitate a significant collection shift, moving adult fiction into the same space as adult nonfiction. A staff committee is looking into the future usage of the newly opened space. Davis acknowledged the hard work of the Circulation Services, Information Services, and Business Services staff who assisted with the effort.

Reading Month is approaching in March; the library is excited to host many groups of first graders for First Grade Round-Up.

Michigan State Representative Ranjeev Puri will visit the library on March 7 to commemorate the library's placement in the 2024 Detroit Free Press Top Workplaces.

TRUSTEE COMMENTS

N. Eggenberger asked about revenues received from the lobby vending machines. Business Services Department Head M. Nicholson advised that Continental owns the machines and provides the library with a portion of the sales of cold beverages and snacks. Based on current use, the hot beverage

machine will be replaced by an additional cold beverage machine and another snack machine next month.

J. Lee requested a calendar of the Friends of the Library board meetings to allow the trustees to plan their attendance. HR Specialist S. Bewick will coordinate the scheduling.

NEW BUSINESS

Trustee Training: Audit and Financials – Plante Moran Senior Manager Keith Szymanski provided an overview of the audit process, fund balance, and municipal budgeting process. E. Davis advised the library aims to have sufficient funding in the unassigned fund balance to cover 4-6 months of expenditures in case of an emergency.

Accountant D. McHugh provided an overview of interpreting the library's monthly financial statements. J. Lee asked how the financial reports will reflect revenue from the Michigan CLASS investments. D. McHugh advised this will be recorded under Interest Revenue.

UNFINISHED BUSINESS & GENERAL ORDERS

Approve revisions to Computing Policy – A. Watts moved, and A. Iqbal supported a motion to approve the Computing Policy as presented.

The motion passed unanimously 25/2-20-1 (6-0-0)

Wayne County Penal Fines – N. Eggenberger moved, and A. Watts supported a motion to contract with the Fausone & Grysko law firm to represent Wayne County public libraries that were underpaid in penal fine revenue, under the condition that the total legal fees are not to exceed \$10,000 without board approval.

The motion passed unanimously 25/2-20-2 (6-0-0)

2025 State Minimum Wage and Sick Leave Requirements – M. Nicholson reported that the updated salary schedule from ElementOne reflects changes only to pay grades 1 and 2 in 2025. ElementOne's analysis projects a 6.5% increase in the 2026 salary budget.

M. Nicholson also noted that Michigan Legislators were still in session negotiating potential changes to the Michigan Earned Sick Time Act. If the effective date is not delayed, the changes are set to take effect on February 21, 2025.

NEW BUSINESS

Endowment Fund Review – The board expressed satisfaction with the fund's performance over the past year. J. Lee inquired about possibly using part of the balance to fund a scholarship. N. Eggenberger advised there may be potential legal risks to using tax dollars to fund a scholarship outside the library's primary function.

Review proposed changes to the Employee Policy Handbook – The board did not have any additional questions at this time. The proposed changes will be presented to the board at next month’s meeting, and updates will be provided if there are any further changes to the Michigan Earned Sick Time Act.

CALL TO AUDIENCE

No comments

ADJOURN

The meeting was adjourned at 8:42 PM.

Amy Watts, Secretary-Treasurer

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