



1007 Fourth Avenue  
Lake Odessa, MI 48849  
616.374.4591

## Lake Odessa Community Library Board Meeting

October 25, 2023

1. Meeting called to order by Pepper at 6:00pm.
  - a. Present: Pepper, Deardorff, Dillon, Spitzley, Beard, Miller, Beglin, Director Salgat.
  - b. Absent: Goodemoot
2. Public Comment: none.
3. Motion by Beard, supported by Miller, to approve the agenda as written. Ayes all. Carried.
4. Presentation of Financial Statement/Audit Report for the Year Ended February 28, 2023.
  - a. Discussed the Audit as presented.
5. The minutes from the previous board meeting (September 27, 2023) were reviewed. Motion by Miller, supported by Beglin, to approve the meeting minutes as written. Ayes all. Carried.
6. The treasurer's reports were reviewed. Motion by Deardorff, supported by Dillon, to approve the reports and pay the monthly bills. Ayes all. Carried.
7. Librarian's Report:
  - a. Narcan training took place by the Ionia County Health Department. Director is looking to hire a book shelver as soon as possible. Sewing classes were well received and attended; and over 40 new people have been issued a library card.
8. Old Business:
  - a. Policy Review: Meeting Room
    - i. Motion by Deardorff, supported by Beard, to amend the wording in the Meeting Room Policy as discussed and presented. Ayes all. Carried.
9. New Business:
  - a. Motion by Miller, supported by Beglin, to recognize and accept the Audit, as presented, for the year end of February 28, 2023.
  - b. Simple IRA Qualifications
    - i. Motion by Deardorff, supported by Beard, to change the Employee Manual Policy to match the wording of the IRA Plan Document/Summary Description as discussed and presented. Ayes all. Carried.
  - c. Maturing CD at PFCU
    - i. Motion by Beglin, supported by Beard, to roll the matured CD of \$76,000 from PFCU to Lake Michigan Credit Union for a 6-month CD, and Director Salgat has the authority to act on behalf of the Lake Odessa Community Library (Tax ID #: 38-3439789). Ayes all. Carried.
  - d. Policy Review: Employee Manual
    - i. Policy reviewed and motion by Miller, supported by Dillon, to amend the wording as presented and discussed to the Employee Manual. Ayes all. Carried.
  - e. Policy Review: Investment
    - i. The policy was reviewed without change.
  - f. Policy Review: Privacy
    - i. The policy was reviewed without change.
  - g. Policy Review: Infested Materials
    - i. The policy was reviewed without change.
  - h. Policy Review: Lakewood Art Wall
    - i. Policy reviewed and motion by Miller, supported by Beglin, to adjust the name of the art wall to "Community Art Wall" rather than "Lakewood Art Wall". Ayes all. Carried.

10. Friend's report:

- a. They are looking to do a spring program here at the Library to give back to the community.

11. Motion by Beglin, supported by Beard, to adjourn the meeting at 7:28pm. Ayes all. Carried.

Respectfully submitted,

Emily Spitzley - Secretary

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Joel Pepper, President

Lake Odessa Community Library