

PERE MARQUETTE DISTRICT LIBRARY BOARD OF TRUSTEES

Regular Board Meeting March 4, 2025 (Unapproved)

The regular meeting of the Pere Marquette District Library Board of Trustees was called to order at 7:04 p.m. by Board President Marcy Klaus. Members present were: President Marcy Klaus, Treasurer Michelle Bott, , Secretary Darcie Bower, Trustee Alicyn Johnson and Trustee Julie Cole. Members absent were: none. Library personnel present: Nick Loomis, Assistant Library Director.

Approval of the Consent Agenda: It was moved by Treasurer Michelle Bott to approve the Consent Agenda. Secretary Darcie Bower provided support to that motion. Ayes all, motion carried.

Approval of the Agenda: It was moved by Trustee Alicyn Johnson to approve the agenda as presented; Treasurer Michelle Bott supported the motion. Ayes all, motion carried.

Old Business:

- A. None.

New Business:

- A. **Review/approval of software purchase:** Asst. Director Nick Loomis explaining the need to move from an academic institution with Microsoft to a non-profit organization through Tech Soup for Microsoft licenses and software assurances. Treasurer Michelle Bott made the motion to transfer \$3,326.00 from our technology reserve fund to the software budgetary line item to purchase the necessary Microsoft Office Standard assurances (25), Microsoft Windows Server Standard (14), and Windows Server Device CAL (100). Trustee Julie Cole provided support for the motion. Ayes all. Motion carried.
- B. **Review/approval of the revised bylaws for the Pere Marquette District Library:** Treasurer Michelle Bott and Sheila Bissonnette met to review together the recommended revision to the bylaws. It was moved by Treasurer Michelle Bott to approve the revised bylaws as presented. Trustee Alicyn Johnson supported the motion. Ayes all. Motion carried.
- C. **Discussion/approval of the library director evaluation tool:** There was a discussion regarding the evaluation tool for the library director. President Marcy Klaus expressed concerns about the timely completion of the evaluation. Director Sheila Bissonnette suggested an alternative evaluation tool as a potential option. After further discussion, President Klaus proposed tabling the matter until the board has an opportunity to review other evaluation tools and discuss the frequency of the evaluations. No action was taken.
- D. **Review/approval of revised meeting room policy:** The cancelation of meeting room requests without notification is starting to be an increasing problem. Trustee Alicyn Johnson made the motion to approve the addition of a cancellation requirement in the meeting room policy. Trustee Darcie Bower provided support for the motion. Ayes all. Motion carried.
- E. **Review/approval of revised Earned Sick Time policy.** Trustee Julie Cole made the motion to approve the revised Earned Sick Time policy as presented. Treasurer Michelle Bott provided support for the motion. Ayes all. Motion carried.

- F. **Approval of an MFCU certificate of deposit.** Secretary Darci Bower made the motion to move the Isabella Bank CD to MFCU, giving Director Sheila Bissonnette authorization to select the best available rate/term, with President Marcy Klaus, Treasurer Michelle Bott and Director Sheila Bissonnette listed as authorized signers on the new account. Trustee Julie Cole provided support for the motion. Ayes all. Motion carried.

Next Board meeting – April 1, 2025, at 7 pm.

Adjournment: Trustee Alicyn Johnson made the motion to adjourn the regular meeting on March 4, 2025 meeting of the Pere Marquette District Library Board of Trustees at 7:45 p.m. Secretary Darcie Bower provided support to the motion. Ayes all. Motion carried.

Respectfully submitted, Nick Loomis, Assistant Library Director.