

**IOSCO-ARENAC DISTRICT LIBRARY
MINUTES OF THE BOARD OF TRUSTEES REGULAR MEETING**

Place: Administrative Offices, 120 W. Westover St., East Tawas MI 48730

Date: September 14, 2025

Present: **Jerry Brown, Linda Eyer, Sue Kingsbury, Phyllis Klender, Rick Rockwell, Dan Stock, Susan Synowiec, Thelma Van Brenk, Kari Besancon and JoAnn Edwards**

1. Call to Order

Meeting called to order at 4:30 pm by Chairman Rick Rockwell.

2. Approval of the Agenda

Open Public Hearing for Budget DRAFT and L-4029

Klender and Brown motioned and seconded approval of the agenda, as amended.

Eight (8) aye. Motion carried.

Klender and Kingsbury motioned and seconded approval to open meeting to the public for a hearing on the 2026 Budget Draft as reviewed in August 2025 meeting.

2026 Budget Draft was reviewed. L-4029 presented and reviewed.

3. Public Participation and Reports from the Friends Groups

Klender shared information about Friends officers selected for new year.

Kingsbury shared the last sale of year scheduled for Saturday, September 13, 2025..

Synowiec discussed Friends group soliciting for new members.

4. Board Comments

No comments.

5. Approval of the Minutes from the August 14, 2025 Regular Board Meeting

Klender and Stock motioned and seconded approval of the minutes from the August 14, 2025 Board Meeting. Eight (8) aye. Motion carried.

6. Treasurer's Report

Millage Revenue sharing was discussed. Millage Distribution checks will be mailed and transferred on September 18, 2025.

Stock and Eyer motioned and seconded approval of the Treasurers Report.

A roll call vote was taken as follows: Jerry Brown, aye; Linda Eyer, aye; Sue Kingsbury, aye; Phyllis Klender, aye; Dan Stock, aye; Rick Rockwell, aye; Susan Synowiec, aye. and Thelma Van Brenk, aye. Motion carried.

7. Ratification of Bills

Brown and Klender motioned and seconded approval of the ratification of Voucher #25-29 dated August 28, 2025 in the amount of \$28,989.37 and Voucher #25-30 dated September 11, 2025 in the amount of \$19,162.56.

A roll call vote was taken as follows: Jerry Brown, aye; Linda Eyer, aye; Sue Kingsbury, aye; Phyllis Klender, aye; Dan Stock, aye; Rick Rockwell, aye; Susan Synowiec, aye. and Thelma Van Brenk, aye. Motion carried.

8. Director's Report

Director Besancon intends to have branch Inventories completed this year.
Circulation statistics were reviewed.

9. Old Business

A. Horizon/Polaris, Merit, USF, and MelCat updates

Horizon/Polaris (3-day) online training for cataloguing and circulation is scheduled for the last week in September for all staff.

B. Website Update

Director Besancon will resend link to Trustees to view the Beta version of new website for review. Website expected to go live on November 1, 2025.

Director Besancon will present the new website policy (included in the policy handbook) to the branch municipalities. The policy will be established and the municipalities will understand that their employees will be required to abide by the website policy.

Kingsbury and Synowiec motioned and seconded authorization for Director Besancon to establish the policy and to require the managers and branch employees sign and follow our policy in the policy handbook. The policy will be adopted before November 1st, 2025. Eight (8) aye. Motion carried.

C. Substitute Coverage for Branch Library Operations

Director Besancon reviewed the goal of the Substitute Coverage for Branch Operations which is to keep the library branches open for the public, and not to pay for employees of the municipalities to take time off. Therefore, the Substitute Policy is rewritten to reflect coverage for one-half of the time that IADL will pay for, beginning January 1, 2026.

Municipalities are responsible for tracking employees' time off.

This new policy will be approved with the approval of the manual in October 2025.

D. Approval of Programming Grants

Kingsbury and Synowiec motioned and seconded approval of the two (2) Whittemore Program Grants for September 2025.

A roll call vote was taken as follows: Jerry Brown, aye; Linda Eyer, aye; Sue Kingsbury, aye; Phyllis Klender, aye; Dan Stock, aye; Rick Rockwell, aye; Susan Synowiec, aye. and Thelma Van Brenk, aye. Motion carried

10. New Business

A. Approval of the L-4029 and Close Public Hearing

Klender and Van Brenk motioned and seconded approval to close the public hearing.

A roll call vote was taken as follows: Jerry Brown, aye; Linda Eyer, aye; Sue Kingsbury, aye; Phyllis Klender, aye; Dan Stock, aye; Rick Rockwell, aye; Susan Synowiec, aye. and Thelma Van Brenk, aye. Motion carried

B. September Millage Distribution

Brown and Synowiec motioned and seconded approval of Millage Distribution checks as written. A roll call vote was taken as follows: Jerry Brown, aye; Linda Eyer, aye; Sue Kingsbury, aye; Phyllis Klender, aye; Dan Stock, aye; Rick Rockwell, aye; Susan Synowiec, aye. and Thelma Van Brenk, aye. Motion carried

C. MLA funding approval

Director Besancon reported on attendance at the annual MLA Conference. It was suggested that a policy be put in place stating who may attend, how often, lodging options and limits to the amounts the IADL will be responsible for. Costs for MLA conference need to be reflected in the budget. Suggestions for Personnel to review in the future could include requests to municipalities sending their employees. Attendees should submit reports of items learned at conferences.

11. Items for Next Agenda

A. Board Meeting Schedule for 2026

Board members prefer Winter Board Meetings scheduled at 2:30 pm rather than at 4:30 pm. These months include November, January, February and March. (No meeting in December.) A new 2026 schedule will be presented.

B. New Policy Manuals

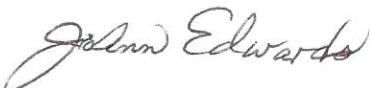
C. Programming

Programming, if any, will be presented and approved as appropriate.

12. Adjournment

Chairperson Rockwell adjourned the meeting at 5:38 p.m.

Respectfully submitted,



JoAnn Edwards
Recording Secretary

A quorum of **five** is needed to conduct business.

If you cannot attend or need directions, please call Kari or JoAnn at 989-362-2651.

PLEASE BRING YOUR CALENDARS/PLANNERS.

**REMINDER-The next meeting is scheduled for
Thursday, October 9, 2025, at 4:30 pm at Administrative Headquarters.**