



## Canton Public Library Board of Trustees General Meeting Minutes

**April 21, 2022 – 7:30 PM**

The Chairperson, Nancy Eggenberger, called the meeting to order at 7:30 PM.

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

Absent: None

Also Present: E. Davis, M. Nicholson

### **CALL TO AUDIENCE**

Present: K. Bounds, D. Ewick, L. Golden, B. Gudenburr, D. McHugh, C. Swanberg, K. Szymanski, A. Watkins

No comments

### **APPROVAL OF AGENDA**

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

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

The minutes were approved without challenge. *N. Eggenberger abstained from voting as she did not attend the March meeting.*

### **NEW BUSINESS**

**2021 Audit Presentation, Plante Moran** – Alisha Watkins and Keith Szymanski of Plante Moran presented the findings from their audit of the library's 2021 fiscal year. In sum, Watkins stated that the library received another clean audit, with no issues or findings, resulting in an *unmodified* opinion. Alisha emphasized that an unmodified opinion was unusual for an entity such as the library under normal circumstances, let alone in a year in which the entity changed financial reporting platforms and incorporated a new chart of accounts. Kudos to D. McHugh for a smooth transition!

The slide presentation included a *Timing of Property Taxes* chart, which indicated a 7.4% increase in taxable value in FY2023. Since 2018, the average increase has been ~4.9% annually.

A summary of the Pension Report summary, showing compliance with the Protecting Local Government Retirement and Benefits Act (PA 202 of 2017) & Public Act 30 2016 was reviewed.

**Accept 2021 Audit as Presented** – M. Farell moved and A. Watts supported a motion to accept the 2021 audit as presented by Plante Moran.

**The motion passed unanimously 22/4-21-1**

## **COMMUNICATIONS**

No Communications

## **DIRECTOR'S REPORT**

E. Davis had nothing to add to the written report.

## **TRUSTEE COMMENTS**

C. Spas reported the Public Library Association conference in Portland, Oregon was well planned and attended. She thanked the library for the opportunity to attend and expressed her appreciation for PLA's COVID protocols that made her feel safe attending the live event. A. Iqbal attended virtual sessions and found it to be a solid conference.

J. Lee commented that she could no longer find board meeting packets dated prior to 2021 on the CPL website and asked if this was intentional or an oversight. K. Bounds confirmed that board packets on the website are now limited to the current year plus one prior year. Older Board documents are maintained in perpetuity and may be requested by completing a *contact us* form or calling the library.

## **COMMITTEE REPORTS**

No committee reports

## **UNFINISHED BUSINESS & GENERAL ORDERS**

***Staff Mask Requirement*** – The Board decided to keep the mask requirement in place and revisit the subject each month.

## **NEW BUSINESS**

***1<sup>st</sup> Quarter Budget Amendment*** – E. Davis explained that the proposed amendment recognizes income in excess of budgeted amounts and expenditures for approved 2021 capital projects deferred to 2022. The skylight repair expenditure already existed in the 2022 budget but, as it was over \$5,000, needed to be moved from *Building Repairs* to *Capital Building, Fixtures & Improvements*.

***Adopt 1<sup>st</sup> Quarter Budget Amendment as proposed*** – J. Lee moved and A. Iqbal supported a motion to adopt the 1<sup>st</sup> Quarter Budget Amendment as presented.

**The motion passed unanimously 22/4-21-2**

***Materials Selection Policy Revision*** – A first look at revisions to the Materials Selection Policy was presented. This item will be brought to the Board as an action item in May.

***Overdue Fines Elimination Recommendation*** – K. Bounds provided verbal confirmation of the prior year's report, the impact of fines on behaviors at CPL, the administrative burden of enforcing fines and that the real cost of collecting fines exceeds the revenue produced. Eva Davis clarified the Board would have to vote on waiving past accrued fines, eliminating future fines and updating the Circulation Policy. Updates to the Circulation Policy may also include a revised method of *proof of residency* for new library card applicants. This subject will be revisited at the May meeting.

**2023 Budget Discussion – Expenditures – Salaries and Wages** – M. Nicholson reiterated the findings outlined in the discussion document. To support further discussion, the Board requested a 5-year trend of wage increases chart, an update to the Annual Income and Salary Expense graph and a comparative salary schedule (proposed 2023 v approved 2022) which includes all zones, not just the midpoint. This subject will be revisited at the May meeting.

**CALL TO AUDIENCE**

No comments

**ADJURN**

The meeting was adjourned at 8:38 PM.



---

Amy Watts, Secretary-Treasurer

