Fruitport District Library Board of Directors
Regular Meeting
Wednesday, June 17, 2026

The meeting was called to order by President Anna Dudas at 5:30 p.m.
Present: Bill Overkamp, Nan Riekse, Anna Dudas, Alison Anderson, Teresa Folkmier, and Pat Walstra.
Also, in attendance: Matt Lubbers-Moore, Patricia Gallagher, Holly Heil.
The agenda was approved as presented.

PUBLIC COMMENTS: None.

REPORTS

Maintenance Report: Matt reported that although Kyle is a nice guy and does fine work when he is there, he is often slow to respond. So far, no requests have been an emergency. It is unknown if that would make a difference. The board agreed that it is okay to continue to look for a more dedicated part-time employee for maintenance. It might also be worth exploring the RSVP volunteer program of the United Way to get help. The sprinkler system has not been turned on this year. Matt will try to connect Bill W. with Kyle to explain the system. Also reported, the banister fell off and we are waiting for Kyle to reattach it.

Library Director Report: The mall site is now open. The grant pays for all expenses there including food purchased there for staff and volunteers. There was an increase in the number of people entering the library this past month, but a decrease in items checked out. July will be an active month. A calendar of upcoming events was provided to the board. The new Medici program is available, but user statistics will not be available until next month.

Secretary's Report: Motion by Riekse, supported by Walstra to accept the minutes as presented. Motion passed unanimously by roll call vote.

Treasurer's Report: We are still working on linking in the new budget. Amazon bills are now paid through invoices instead of credit card. The increase in Forrest Tax & Accounting Service is an annual increase. The charge for Bret Reedy was for shelf assembly. The payment for Stacy Geisiakowski was an expense from last month that had not been paid. We need to keep track of the MicroMarketing expenses. It is not over budget but does bear watching. It was noted again that some bills from last year were not paid then but are being paid this year instead. Motion by Riekse, supported by Anderson to pay bills in the amount of $1,334.07. Motion passed unanimously by roll call vote.

OLD BUSINESS

Discuss New Library Survey: There are approximately 350 completed surveys at this point. Additional outreach options were discussed including targeting areas outside the village. All preparations have been made.

Facebook Administration Changes: There is still some effort to help Rose remember the passwords or trying to contact previous staffers to see if any of them know it, but as of now, she remains the administrator.

Basement Flooding Update: An inspection date is still to be determined.

Memorial Day Parade Feedback: The float looked great and was well-received by the parade watchers. About 30-40 surveys were completed as a result of the distribution of the survey information at the parade.

NEW BUSINESS:

Bylaw Review: The Bylaws should be amended to reflect that board members now receive payment for meetings attended. Changes to the bylaws must be posted online. All bylaws should be reviewed. At next month's meeting, a plan for the wording and the placement of this will be presented to the board.

New Hire Protocol: Currently, the forms and documents required of new hires are a W-4, an I-9, a Direct Deposit form, a Key Procedure Policy agreement, a sexual harassment form, a background check authorization form, and a handbook reception signature page. Paperwork is currently given to Matt.

Library Policy Review: A binder is being created to include all policies. We will create a plan to review several policies per meeting in the future until all have been examined, updated as needed and approved by the board.

Website Review: Allyson is updating the website.

Information Meeting Follow Up: There were no outstanding issues from the meeting to review.

ALA for Jessica: In the past, library staff attended the free events available at the ALA. It is being requested that Jessica be authorized to attend the paid events as well at this year's ALA. She will need reimbursement for travel as well but not lodging as she has family in the area. Motion by Riekse, supported by Overkamp to approve up to $1,000 for Jessica to travel to and attend the ALA conference in Chicago. Unanimously approved by roll call vote.

Reciprocity Agreement with MADL: Motion by Dudas, supported by Folkmier to establish library reciprocity with MADL. Unanimously approved by roll call vote.

Lakeshore Big Read: Matt requested approval for the library to participate in this community-wide reading initiative with libraries and other nonprofit organizations in Muskegon County in November 2026. There is a $1,000 buy-in to participate. Motion by Walstra, supported by Overkamp to authorize the participation including the $1,000 buy-in for the Lakeshore Big Read Program. Unanimously approved by roll call vote.

<u>PUBLIC COMMENTS:</u> None

<u>Schedule:</u> The July 15 meeting will begin at 5:00pm with a presentation to the public of the survey results followed by the regular board meeting at 5:30pm.

Meeting was adjourned at 6:45 p.m.

Respectfully submitted,
Teresa Folkmier