

**Meeting of the Board of Trustees**  
**1/26/26 | 6:30pm**  
**150 Cass Avenue**

*The meeting was called to order at 6:35 pm by Board President, Nancy Mitchell*

Present: Nancy Mitchell, Diana Wheatley-Hagemann, Victoria Denison, Eric Honsel, Steve Gravlin, Kathy Tinkler

Absent: Rebecca Fitzgerald

**Motion to approve the agenda**

Move: K. Tinkler                      Second: S. Gravlin

All in favor, motion carries.

**Motion to approve the minutes of the regular meeting on 11/24/25**

Move: S. Gravlin                      Second: E. Honsel

All in favor, motion carries.

**There is no public comment at this time.**

**Motion to approve the check run for November 2025**

Move: V. Denison                      Second: K. Tinkler

All in favor, motion carries.

**Financial Report**

After 6 months of the fiscal year, the library has received just about 90% of the anticipated income. Part of November's revenue included payments from the state and a DTE energy rebate. Overall, collections remain consistent with expectations based on the library's funding cycle. The library's expenditures stand at 40% of the approved annual budget. Spending in November and December reflect normal operating costs and scheduled obligations, appropriate for this point in the fiscal year. With the geothermal rebate being allocated to last fiscal year, we are currently facing a deficit of \$25,000. This is mainly due to staff raises and staffing adjustments, planning to utilize the rebate for those purposes. We will need to address this deficit before the end of the fiscal year to ensure a balanced budget. The library remains in a stable financial position and with timely amendments, we are well positioned to maintain fiscal stability throughout the remainder of the fiscal year.

**Motion to accept the financial report as presented**

Move: K. Tinkler                      Second: S. Gravlin

All in favor, motion carries.

## **Stats Report**

Nov: Our circulation numbers are down a bit from last year, likely due to the change in hours. We are working on in-house usage of our materials and tracking that better to keep up on our stats. We had 122 new library cards and just over 5500 people through our doors. We loaned 1081 items out and borrowed 551 items. Adult services had 16 programs, with 224 attendees. Local history had 5 programs with 58 attendees. We held 2 digital programs, with 18 attendees. Young adult services had 3 programs with 48 attendees. Youth services had 17 programs with 363 attendees. Over 2000 people used our WiFi and over 600 people used the public computers. We have 35 new social media followers and over 6000 views on our website.

Dec: Circulation numbers are down overall and our in-house usage is up. Hoopla usage is going through the roof right now and we may have to consider limiting usage. There were 115 new library cards and 4611 people came through the door. We loaned 1073 items out and borrowed 461 items. Program numbers are as follows: adult-14 program with 120 attendees; teen-3 programs with 48 attendees; youth-15 programs with 368 attendees; local history-3 programs with 23 attendees. We had over 1800 users on our WiFi and 520 people used the public computers. We have 28 new social media followers and almost 6000 views on our website.

## **Motion to accept the Stats Report**

Move: D. Wheatley-Hagemann                      Second: K. Tinkler

All in favor, motion carries.

## **Human Resource Packet Update**

Kathy has been working hard on the HR packet and has prepared some of the documentation that will be used.

*Brandon goes over the documents with the board.*

## **Motion to accept the HR Packet Update**

Move: E. Honsel                                      Second: K. Tinkler

All in favor, motion carries.

## **Policy Update**

We have been working on updating current policies and creating new ones that have been determined were needed. Today, you will be reviewing and approving policies for Maternity Paid Leave, Investment Policy and Electronic Transfer Resolution.

## **Motion to approve the Maternity Paid Leave Policy**

Move: V. Denison                                      Second: K. Tinkler

All in favor, motion carries.

### **Motion to approve the Investment Policy**

Move: S. Gravlin                      Second: V. Denison

All in favor, motion carries.

### **Motion to approve the Electronic Transfer Resolution**

Move: E. Honsel                      Second: K. Tinkler

All in favor, motion carries.

### **Director's Report by Brandon Bowman**

We've had a busy couple of months, even with the holiday breaks. I met with Matt Matthews from the Anton Art Center recently and we connected our local history department with lots of information about the founding of the art center. Local history staff will work through this as they continue to work on the digitization project with Clarke Historical. I also met with Phil Gilchrist of Advancing Macomb and we talked about possible programming for our local non-profits as well as some things that may be helpful to our Friends of the Library. I have attended multiple webinars this past month, many of them focusing on staff wellness. Burnout and stress affect people at work and I've got some great ideas for workshops. The adult department continues Zumba, which remains our highest attended program each week. They are teaching patrons how to use the equipment in the tech lab more and it is now being booked more often for individual use by patrons. We recently welcomed a 97-year-old patron who loves to read. The young adult department hosted holiday pie tasting and butterbeer making programs, which were both a huge hit with over 20 patrons at each. The teens are usually pretty hungry after school and our teens can cook: pizza edition was really appreciated. Our youth librarian hosted classes from Prevail academy in November for an informational tour about our services for children. We are excited to continue fostering a relationship with the school. Laura is in the middle of shifting and weeding the youth non-fiction collection. There was a lock-in in December that welcomed kids with MC library cards. Our local history department continues to have a steady flow of patrons coming in to do research and some days are busier than others. We have finalized a 3-year contract with Clarke Historical to get the Macomb Daily microfilm digitized. We have also been talking with local entities about digitizing their records for library use. Carmen found full time employment with the county. Her last day with us was in November. We wish her all the best in her new position! Our statue from Macomb Cultural and Economic Partnership was installed at the southeast corner of the library property. It's a piece called Music Box and it's a very interesting piece that was free to us. Please make sure to check out all of the other amazing sculptures around the city! We may have an opportunity to go for a Headlee override this November during the midterm elections, which will likely have a great turnout. We have lost about \$300,000 due to the Headlee rollback. We are looking at the budget and may have to reconstruct it from the top to the bottom. We will take a look at all things relating to the budget and may have some preliminary ideas next month. We have an opening in the young adult department, as Kait has left for a full-time position at the Baldwin Library. We will be looking at how to best fill the departments moving forward.

**Motion to accept the Director's Report**

Move: V. Denison                      Second: S. Gravlin

All in favor, motion carries.

**Motion to enter into closed session at 7:45pm**

Move: D. Wheatley-Hagemann              Second: V. Denison

All in favor, motion carries.

**Motion to end closed session at 8:15pm**

Move: S. Gravlin                      Second: K. Tinkler

All in favor, motion carries.

**Trustee Comments**

NM: I will not be here for the February meeting.

KT: I will not be here for the February meeting. How has the flooding situation been? *Things have been great since the last waterproofing work was done.*

**Motion to adjourn**

Move: S. Gravlin                      Second: D. Wheatley-Hagemann

All in favor, motion carries.

*The meeting was adjourned at 8:28pm by Board President, Nancy Mitchell*

**The next board meeting is scheduled for Monday, February 23, 2026**