WHITE CLOUD COMMUNITY LIBRARY

BOARD OF DIRECTOR'S MEETING
September 17, 2026
MINUTES

Call to Order

The White Cloud Community Library Board of Director's Meeting held on the above date was called to order at 1:10 PM

1. **Roll Call**

Board Members Present: Judy Maike, Pat Ebenstein, Nicole Heil, Sue Redding, Linda Trapp, Pam Chaffee

Board Members Absent: Kathy Broome; Wilcox Township seat is currently vacant

Also Present: Amy Stockwell, Director; Ronald Phillips, Assistant Director

2. **Agenda:** Approval of agenda for the board meeting held on September 17, with the addition of "Purchasing Policy" into new business and "Custodial" into new business:

Motion: Pam Chaffee Seconded: Linda Trapp
Vote: Yes- All Absent: Kathy Broome

Minutes: Approval of minutes for the meeting held on August 20, 2026 as written:

Motion: Pat Ebenstein Seconded: Pamela Chaffee

Vote: Yes- All Absent: Kathy Broome

Public Comment: No public present

FINANCIAL REPORT: Penal fines came in in August at the lower amount. There seems to be a correlation between a newly seated judge and the recent decrease in penal fines. Questions regarding supplemental benefit providers as we have three companies that staff have access to (Aflac, Globe Life, and Colonial Life). We will no longer see American Express as a payment vendor, but will see US Bank as our Amazon card has changed companies. Questions regarding the number of Lost and Paid charges to other libraries. The agreement throughout Lakeland is that the collecting library is able to keep late fine payments, but if a patron damages or loses a book and pays for it at White Cloud, the owning library is owed those funds and sends us a bill to collect on it. We just happened to have several last month. The payment to the Times Indicator is from putting our budget hearing into the paper in June, they were just late with the billing. **Motion to accept financial report as presented:**

Motion: Sue Redding Seconded: Linda Trapp

Vote: Yes- All Absent: Kathy Broome

LIBRARIAN'S REPORT: Keri Collins from Wilcox Township has resigned. Linda Trapp is a Wilcox Township resident and has reached out to discuss the possibility of changing her representation from White Cloud Public Schools to Wilcox Township. Wilcox gained board representation in 2022 and has had 3 members come and go in that time frame. Linda has represented the school since May 20, 2015. By her representing Wilcox Township, it would allow WCPS the opportunity to appoint anyone from within the school district to represent them and allow for a larger candidate pool. Linda and Judy will be attending the board meeting on September 24 to discuss further. Amy and Ron attended a workshop last Thursday (9/10) about the transition of the upcoming ILS from Sierra to Polaris; Amy has been through a few migrations and is not super concerned about the process. Be prepared: the water bill will most likely be noticeably higher due to all of the watering around the pavilion to get the grass seed to grow in time to be beautiful for the ribbon cutting ceremony at the Friends Pig Roast. The Train Trestle historical marker has been installed. We have permission from the Lutheran Church to let attendees of the dedication park in their parking lot. The Haunted library is coming up fast. There is a sign up for volunteers at the front desk. October 8th is a program about the story of the Petoskey stone. The Friends of the White Cloud Community Library will be meeting October 2nd at 6PM to go over the pig roast. We had 203 tickets come back out of 249 sold. The friends used the same caterer for two years and will be sending out RFPs for next year's catering. A few recommendations for caterers were shared.

NEW BUSINESS:

1. **Purchasing Policy:** A Wilcox Township Official has reached out to the library board about a few things, such as library board appointment. In correspondence with Board President Judy Maike, she said there were questions about the construction of the pavilion. As answers were being put together, it was noticed that WCCL does not have a purchasing policy in place. Other Newaygo county libraries have been asked for a copy of their policies for comparison and Judy is going to ask the township official for a copy of theirs. After review of these policies, it would be recommended that the board put together and adopt a policy for the future. According to the library attorney, a bidding process isn't required by the state for public libraries and would only be regulated by any purchase policy we adopt. A preliminary purchasing policy will be assembled and presented at the next board meeting for review. Pam Chaffee suggested that we want to be cautious as not to limit ourselves that we will never be able to complete a project due to our rural area and lack of interest in small jobs.
2. **Custodial:** Judy Maike would like to create a budget line for "custodial work". This would be small jobs that a "handyman" can handle as they come up; such as a leaky toilet, broken door knob, etc. Things that come up day to day and need to be

handled as quickly as they come up. It was then recommended to have it be included in the future purchase agreement under its own separate rules.

OLD BUSINESS:

1. **Longevity**: Tabled until next meeting
2. **Grants**: Summer Reading Program grant for next year has been submitted. While it will most likely not be covered by a grant, we may start writing in for a summer intern for the Youth section after how busy this past year was. There were over 55 programs and Lynette was featured on the news twice for her programs. With the growth of Summer Lunches and how huge the summer reading program ended up being, it may become required if we want to continue to provide that level of programming in future summers. Sue said she would love to help out next summer. Lynette has also written to the Gerber Foundation about expanding the cooking classes through a grant.
3. **Building**: The bid for the changing of the retaining wall was reviewed. It was brought up that the bid says "remove" the old wall. Judy would like to ask the contractor if they would be willing to move the old bricks to a spot on library property, rather than haul and discard. **Motion to have the contractor adjust their bid to specify the old retaining wall books would be moved to a storage place on library property.**
4. Motion: Judy Maike Seconded: Sue Redding
   Vote: Yes- All Absent- Kathy Broome

Correspondence: See purchasing policy.

Board Comment: The board members discussed how wonderful the pavilion is and how it is a great asset to our community. We look forward to enjoying for many years with our community members.

Adjournment: Motion to adjourn at 2:24PM:

Motion: Judy Maike Seconded: Pat Ebenstein
Vote: Yes- No- Abstained- Absent-

Respectfully submitted

Ronald Phillips