Jordan Valley District Library
Board Meeting
Wednesday, October 28, 2026
4:00 p.m.

Present: Tom Breakey, Susan Stump, Margaret Manor, Karen Lorne, Barb Orban, Bailey Kishefsky and Director Dawn LaVanway
Absent: Nikki Skrocki and Joy Hettig

Call to order
Tom Breakey called the regular meeting to order at 4:00 p.m.

Approval of Agenda
Motion by Barb Orban, second by Susan Stump to accept the agenda with adding "Agenda items" under New Business by Margaret Manor. All ayes, motion carried.

Approval of Minutes
Motion by Margaret Manor, second by Bailey Kishefsky to accept the September 23, 2026 minutes. All ayes, motion carried.

Motion by Susan Stump, second by Margaret Manor to accept the October 7, 2026 minutes with a spelling correction. All ayes, motion carried.

Treasurer's Report
Motion by Barb Orban, second by Susan Stump to approve bills and financial reports. All ayes, motion carried.

Unfinished Business
Library agreement-
All files the Library of Michigan has on the Jordan Valley District Library agreement were in the Library Board packet for the Board. Director explained on a map provided by the Library's attorney the two contracted areas in the Library district: Jordan Township (157 people) and South Arm Township (108 people) in which these people do not pay library taxes. Clare Membiela, Library Law consultant from Library of Michigan could explain what options are for these two townships regarding library agreement and whether they can select a trustee for the Library board. Clare will be at the next meeting to do Board training. Motion by Margaret Manor, second by Susan Stump to table the Library agreement until Clare comes in November to board meeting. All ayes, motion carried.

Board bylaws-
The Library Director explained that the Director usually creates policies with the Library staff for board approval. The Director worked with President Breakey in July to edit the template the Library attorney sent to update issues with the board bylaws. It was brought to the board for corrections and approval at the August board meeting. Margaret did not believe the motion for

the June meeting was to update the board bylaws. She contacted the Library attorney as well as Nikki regarding the proposed bylaws. The Library attorney said at the October meeting she would redo the bylaws and they were included in this board packet. Library Director explained the four sets of bylaws that were in the Library board packet: the current bylaws, the President and Director recommended bylaws, attorney standard template bylaws and the proposed from the attorney in October rewritten bylaws. President Breakey worked on the proposed August meeting bylaws that were tabled so he suggested a bylaw committee of three board members be formed to look at updating the board bylaws now that the Library attorney sent her changes. Margaret, Bailey and Barb agreed to be on the bylaw committee. This committee will bring back to the board suggestions for updating the bylaws. President Breakey said someone will need to be the Chair of the Committee and inform the Board Secretary when the committee meets so the notice can be posted and made public. Someone also needs to be Secretary of the Committee to take minutes of what transpired during the committee meeting so board is aware.

New Business

Training with Library of Michigan-

Clare Membiela will be doing trustee training at the November 18th board meeting at 4 p.m. for the Library board. She sent two books for each board member to read.

Agenda items-

Margaret Manor asked to have "agenda items" added to the agenda because she wanted to know how to put something on the agenda for a meeting discussion. She said "to talk about it at the meeting goes against Open Meeting Act because our constituents don't know what's on the agenda. So we really can't talk about things that aren't on the agenda at a meeting but it is unfair to the public." Director informed the current bylaws state if you want something on the agenda and the Board President doesn't put it on, then you can add it to the agenda at the beginning of the meeting for approval. Margaret felt there should be a deadline for board members to put things on the agenda. Board President stated there needs to be at least 10 days before a board meeting to put things on the board agenda for right now.

Nikki Skrocki arrived to meeting at 4:47 p.m.

Margaret also wanted a go around the table for each board member if they have anything to say like the city does at their meetings.

Director's Report

Director discussed looking into a new automation system. It was explained that it takes approximately six months or more to migrate to a new system. Director said a request for proposal (RFP) for a three-year contract for auditing services will be on the agenda for next meeting for board approval. Melcat visiting patron was explained for using other Libraries in the State of Michigan. The visiting patron link of participating libraries throughout the state is on the Library's website under "Library cards" at bottom of website page. Bailey said she has tried to check out books in Boyne City with her Library card and she is not able to. You have to

tell them to check out visiting patron as they may not know. Director will check on the issue with Boyne City Library to see what is allowed to be checked out with a visiting patron card. Director said Transparent Language Online is now available on the website and on the Library app available for patrons to use.

Karen had a few questions she would like answered and was willing to stay after meeting.

Barb asked about penal fine process.

Bailey compared the programs Central Lake Library does to this Library as she felt they were the same size and that the Library needs to do more. Director suggested a children's Librarian is needed to do more programming for children and suggested it be put in next year's strategic plan. Bailey also said she didn't see Lego Adventures on the website under Children. Director explained the Lego Adventures were under events calendar and in the Newsletter on the website. She said she looks under children and it needs to be added in this place.

Director explained that certain board members bring up new goals for Director and staff to do every month. She questioned if she should continue to work on an automation system and things that are on strategic plan that have timelines and need to get done that the board approved for this year with budget plan.

Margaret brought up strategic planning and who does it, when is it done, is it a committee, how does board go about asking Director and staff to implement? Nikki asked to give an update throughout the year on the strategic plan so that she can understand where the Library is with the strategic plan. Director explained the categories on strategic plan are ones that are on the monthly Director's report and when they are being worked on and completed. Margaret questioned what the state goal of "library meets with local officials and legislators about Library services and funding" was.

Margaret said she wanted to understand the strategic planning. She felt the board will do a strategic plan in April and put it together in May for approval in June. She said then it must be a subcommittee. Director explained the process from last year in which the Director and staff set goals and the board approves at May meeting. There was not a quorum of the board at the May meeting. Strategic planning was approved by the board at the June meeting with the budget.

Margaret brought up that East Jordan Rotary met on Saturday to discuss a listening session to all nonprofits in the community and she said the Library wasn't represented. Director explained she received two emails from Kristen Ryall on dates that were available for her to do a session. Director emailed her back dates and cleared her schedule. No one showed up at the Library for the listening session both days she had available. Margaret said Kristen said she never heard back. Two emails were sent to Kristen with responses on the dates that she said she had available.

Nikki brought up the Chamber of Commerce informed her that someone contacted them and asked not to put Library hours for more than two weeks in the chamber newsletter. She wanted to know who it was. Nikki previously created a promotion going over staff's responsibilities telling Chamber to put it in their newsletter. Melanie who is the staff person who does programming works with the Chamber and told them that two weeks in a row was good to post for Library hours. Melanie was offended for the second time a board member would ~~put something in~~ inform the chamber to keep library hours in the newsletter by going over her head after this was just discussed in October board meeting with the Library's attorney explaining Library board should not be micromanaging the Library. Nikki felt that the Library should put it in the chamber newsletter for a few weeks and days closed for Holidays also should be put in there.

Audience recognition-
Two guests in audience. No comment.

Adjournment
Motion by Nikki Skrocki, second by Susan Stump to adjourn the meeting at 5:40 p.m. All ayes, motion carried.

Respectfully submitted

Susan Stump

Susan Stump, Secretary