

**Livingston County Library Board of Trustees**  
**Minutes of the December 19, 2024**  
**Regular Session Meeting**

Call to Order

Crystal Narr, President, called the Livingston County Library Board of Trustees to order at 4:37 p.m. on Thursday, December 19, 2024 in the Court Room of the Livingston County Library Main Branch. Those in attendance were Crystal Narr, Rachel Hershberger, Sadie Beetsma, Jeff Keck and Mary Quinn in person. A quorum was met. Library Director, Sue Lightfoot-Horine, Jodi Moore, Youth Services Coordinator, and Kirsten Mouton, Adult Services Coordinator, were in attendance. No one attended by Zoom.

The President read the prepared statement to those in attendance concerning decorum and public comments as one guest was in attendance. She then called for the first agenda item which was guest comments and correspondence.

Guest comments & correspondence

There were no guests listed on the agenda who asked for an audience in advance of the meeting's posting. Sign up in advance of the meeting's start for public comments including Bob Hannan. After hearing Mr. Hannan's comments and thanking him for attending, the President called for the next item on the agenda.

Sue Lightfoot-Horine read several thank you notes from the Grand River Technical School students and the Livingston County Farm Bureau for bringing Fran Stallings, storyteller, to their annual meeting and the Ag Library Series which won a national award for collaboration.

Approval of Previous Minutes

A motion was made and seconded to accept the November 21, 2024 regular session meeting minutes after review (Quinn/Beetsma). The motion was unanimously approved.

Bills and Financial Statements

The November 2024 bills and financial statements were presented. Questions were answered from the Board by the Library Director regarding vendors' invoices. A motion was made and seconded to approve bills and financial statements (Keck/Hershberger). The motion was unanimously approved.

Unfinished Business

The final review of the 2025 budget was explained by the Library Director. After commenting on the changes made between the draft and final budget figures, a motion was made and seconded to accept the 2025 Budget (Beetsma/Quinn). The motion was unanimously approved.

Kirsten Mouton, Adult Services Coordinator, discussed the Main Library building needs. The plaster repair vendor and his crew are finishing up the plaster repair in the Court Room this week. Items remain on the list include the basement bathroom remodel, HVAC update, and Staff Room on the 1<sup>st</sup> Floor.

Jodi Moore, Youth Services Coordinator, stated there weren't any big projects in line albeit knowing the HVAC units are living on borrowed time as they are original from Walgreens.

Under policy review, there were no policies to be discussed at this time.

The Library Board training series link have been sent out the Board Members for their individual use to attend at their convenience.

No other unfinished business came before the board.

#### New Business

The Library Director highlighted the year in the review for the Library Board. Crystal Narr, President, suggested the pictorial review be turned into a Flip Page for online viewing on the library's website. Sue will look into this and post the pictorial year in review on the library's website.

Hearing no new business to come before the Board, the President moved to Administration reports.

#### Reports

Reports were read by the Adult Services Coordinator and Youth Services Coordinator depicting both the children and teen services and programs.

#### Adjournment

A motion was made to adjourn at 5:36 pm and was seconded (Beetsma/Hershberger). The motion was unanimously approved.

The next meeting is scheduled for Thursday, January 16, 2025 at 4:30 p.m. in the Court Room, 2<sup>nd</sup> Floor, at the Main Library and via the recurring meeting Zoom link. The Livingston County Library Charitable Trust will hold their quarterly meeting directly following at 5:30 pm with the financial advisors recap of 2024 and market outlook for 2025.

Respectfully submitted,

Sue Lightfoot-Horine, Library Director & Acting Secretary