



Creating Community Through Learning

Millington Arbela District Library
8530 Depot St., Millington, MI 48746
October 14th - 5:30 pm

Board Minutes

Meeting Commencement

Roll Call:

President	Stacey Force	12/2026	Present ▾
Vice-President	Cindy Wilson	12/2026	Present ▾
Treasurer	Carrie Petzold	12/2026	Present ▾
Secretary	Lori TerBush	12/2026	Present ▾
Trustee	Vacant	12/2026	▾
Trustee	Nila Schmandt	12/2026	Present ▾
Trustee	Amy Yorke	12/2026	Present ▾

Quorum in 4. There are 6 Board members present.

Also Present: N/A

Call to Order: Meeting was called to order by S. Force at 5:30 p.m.

Agenda Approval: Motion to approve the agenda and move the pay-scale conversation to the first item made by A. Yorke, supported by C. Willson. Motion carried.

Approval of Minutes: Motion to approve the minutes of September 9, 2025 made by C. Petzold, supported by A. Yorke. Motion carried.

Public Comments: N/A.

Pay Scale: A Yorke reviewed the personnel committee's budget proposal for wage increases. Adjustments were made to balance payroll increases without significant reductions to core services. Staffing was modified to ensure a minimum of two staff members are always on duty in the building. The budget includes a \$125 insurance stipend for the assistant director. N. Schmandt moved to approve the new salary changes, including the insurance stipend, as presented by the personnel committee, supported by C. Petzold. Motion carried.

Financial Reports: Motion to pay the bills for October 2025 made by C. Petzold, supported by N. Schmandt. Motion carried.

Director's Report: Programming is going well. New staff members are adjusting to their roles. Staff evaluations have been completed, and goals have been set for all employees. MADL employees will attend two upcoming Halloween events as library representatives. The library will be open for trick-or-treat on Halloween; candy and a craft will be distributed. Sharona will participate in the Financial Management Training program starting October 15, 2025, with completion scheduled for June 2026. Data from the First Impressions Tourism Assessment has been reviewed. The Millington Arbela District Library was rated good and excellent on a scale ranging from poor to excellent. Visitors noted that the library is well organized and staff are welcoming and available to help.

Old Business: Sharona sent the information for the ESTA report to the accountant but has not heard back at this time. She will continue to follow up. The new mConsole has been installed. Unfortunately, Candace Gohs will be unable to fill our board vacancy as she lives out of district. Linda Leach has expressed interest in helping to fill this position. Motion by N. Schmandt to accept Linda Leach to the MADL board, supported by Cindy Willson. Motion carried.

New Business: Staff evaluations have been completed, and goals have been assigned to all employees. Dogs are scheduled to be at the library for Christmas in the Village, along with two craft activities. Baker and Taylor bookstores have closed for financial reasons, while Amazon now offers a library discount store. Sharona has reported positive outcomes. Amy attended a webinar hosted by Amazon. Sharona proposed reviewing one policy each month until all policies are current. The attorney will provide a list of required policies. Federal and state policies will be reviewed first.

Adjournment: Motion to adjourn made by C. Willson at 6:45 pm, supported by C. Petzold. Motion carried.

If you are unable to attend, please email director@millingtonlibrary.info or call (989) 871-2003

Next regular meeting:

November 11th - 5:30 pm - Library Conference Room

Secretary - Lori TerBush

President - Stacey Force