



Creating Community Through Learning

Millington Arbela District Library
8530 Depot St., Millington, MI 48746
January 6th, 2026 - 5:00 pm

Board Minutes

Meeting Commencement

Roll Call:

President	Stacey Force	12/2026	Present
Vice-President	Cindy Willson	12/2026	Present
Treasurer	Carrie Petzold	12/2026	Present
Secretary	Lori TerBush	12/2026	Present
Trustee	Linda Leach	12/2026	Present
Trustee	Nila Schmandt	12/2026	Present
Trustee	Amy Yorke	12/2026	Present

Quorum in 4. There are 7 Board members present.

Also Present: N/A

Call to Order: Meeting was called to order by S. Force at 5:00 p.m.

Agenda Approval: Motion to approve the agenda made by A. Yorke, supported by L. Leach. Motion carried.

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

Public Comments: N/A

Financial Reports: Motion to pay the bills for January 2026 made by A. Yorke, supported by N. Schmandt. Motion carried.

Director's Report: During the month of December, the library saw a decrease in programming participation. The exception to this was the "Christmas in Village" program, which maintained strong attendance. This is not unusual due to the holidays.

A meeting is planned with staff members to review current responsibilities and clarify expectations related to program development. The discussion will focus on the key areas of program planning to include the introduction of bi-monthly family nights as well as new programming for children and teens scheduled to start in March. Our social media presence will also be discussed to create a more consistent and professional appearance to enhance promotion of library activities and services.

Old Business: Library hours: Sharona is currently addressing the issue of overstaffing during certain time periods at the library. As part of this ongoing evaluation, staff are tracking the number of patrons present in the library between 6-7 pm and 7-8 pm. On one occasion last week, only a single patron was present after

4:30 pm. Discussion was held on starting a reduced schedule for winter in February and March 2026 as a trial with summer hours to go into effect in April 2026.

Motion by N. Schmandt to approve revised operational hours for the library. The library will be open from 9:00 a.m. to 6:00 p.m. on Mondays, Tuesdays, Wednesdays, and Fridays. On Thursdays, the library will remain open until 8:00 p.m., and on Saturdays, the hours will be from 9:00 a.m. to 2:00 p.m. This will take effect on February 2, 2026 with summer hours starting in April, supported by L. Leach. Motion carried.

Pay rates: The new pay scale goes into effect this payroll.

New Business: Election of Officers: The Board of Directors conducted the annual election of officers for the 2026 term. The following individuals were elected to serve in these key leadership roles: President: C. Petzold, Vice-President: A. Yorke, Secretary: L. TerBush and Treasurer: N. Schmandt. Motion to approve the slate of officers made by L. Leach, supported by C. Willson. Motion carried.

Credit Card Policy: The board reviewed the credit card use policy to ensure it meets current operational needs and compliance requirements. Motion made by N. Schmandt to approve the policy as is with no amendments or changes, supported by L. Leach. Motion carried.

Standing Board Rules: The board reviewed the standing rules for the library board. During this review, it was noted that the existing policy outlined the responsibilities for the President, Vice-President, and Secretary positions and committees, but did not address the roles and duties of the Treasurer or the Trustees. Motion made by C. Petzold to approve the standing rules with the addition of specific duties for both the Treasurer and the Trustees, supported by L. Leach. Motion carried.

Penal fines: This funding is currently at risk statewide due to the proposed changes that could redirect penal fine revenues from libraries to trial courts. If implemented, these changes could significantly impact library budgets across the state. For our library, penal fines account for 10% of the budget, making this a meaningful portion of our operational revenue. Sharona will continue to monitor legislative and court-related developments, track penal fine distributions and keep the board informed of any potential financial impacts.

Adjournment: Motion to adjourn made by C. Willson to adjourn at 6:13 pm, supported by A. Yorke. Motion carried.

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

Next regular meeting:
February 10th, 2026 - 5:00 pm - Library Conference Room

Secretary - Lori TerBush

President - Stacey Force