



Creating Community Through Learning

Millington Arbela District Library

8530 Depot St., Millington, MI 48746

DATE - 5:00 pm

Board Minutes

Meeting Commencement

Roll Call:

President	Carrie Petzold	12/2028	Present ▾
Vice-President	Amy Yorke	12/2028	Present ▾
Treasurer	Nila Schmandt	12/2026	Present ▾
Secretary	Lori TerBush	12/2028	Present ▾
Trustee	Linda Leach	12/2026	Present ▾
Trustee	Cindy Willson	12/2026	Present ▾
Trustee	Stacey Force	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 C. Petzold at 5:00 p.m.

Agenda Approval: Motion to approve the agenda made by L. Leach with a change to remove the annual director's evaluation, supported by S. Force. Motion carried.

Approval of Minutes: Motion to approve the minutes of January 6, 2026, made by N. Schmandt with the correction of N. Schmandt's last name under new business, supported by A. Yorke. Motion carried.

Public Comments: N/A

Financial Reports: Motion to pay the bills for February 2026 made by A. Yorke, supported by L. Leach. Motion carried.

Director's Report: Programming is progressing well, and staff members are adapting to the new hours. Sharona has developed a Program Planning Form to assist staff with improving efficiency in programming, planning, and promotion. Employees were offered a couple of training opportunities. Sharona is participating in Governmental Accounting for Libraries with her cohort and is also preparing a grant to support summer reading program expenses. Additionally, she will receive reimbursement through the Library Association Membership Reimbursement Program once submitted and approved. Circulation increased by 500 this month.

Old Business:

Programming: Meeting was held with staff and Sharona has developed a Program Planning Form to assist staff with improving efficiency in programming, planning, and promotion. Employees were offered training opportunities.

New Business:

Summer Reading Planning: Sharona is currently collaborating with staff and has also applied for reimbursement through the Library Association Membership Reimbursement Program.

Computer Use Policy: The Computer Use Policy was reviewed. A change was made under Article II - Filtering: The words "supervision of their" was removed. The new sentence states Legal guardians are responsible for the minor's use of the internet and other electronic resources. Motion by C. Willson to approve this change in the Computer Use Policy, supported by A. Yorke. Motion Carried.

Budget: Sharona is taking a cautious approach to projected income in the proposed budget, which will be reviewed at the next regular meeting. She will share this information accordingly. There was discussion regarding out-of-district fees, resulting in a decision to increase these fees to \$35 effective April 1, 2026. Sharona will update the out-of-district policy to reflect this change.

Adjournment: Motion to adjourn made by A. Yorke at 6:10 pm, supported by S Force. Motion carried.

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

Next regular meeting:

DATE - 5:30 pm - Library Conference Room

Secretary - Lori TerBush

President - Carrie Petzold