

**Missaukee District Library  
Annual Board Meeting Minutes  
January 20, 2025  
Meeting started at 4:00 p.m.**

Meeting called to Order by President Patrick Smith at 4:00 p.m.

Present: Patrick Smith, Traci Nietling, Julie Coon, Joe Erickson, Ellen Vanderwal (via phone)

Absent: Patricia Bierens, Jill Geeseman

Approval of Agenda: Motion made by Traci Nietling, 2<sup>nd</sup> by Julie Coon. Vote passed.

Nomination and Election of Library officers:

Motion made by Julie Coon, 2<sup>nd</sup> by Joe Erickson to keep Patrick Smith as president.

Roll Call Vote passed.

Motion made by Traci Nietling, 2<sup>nd</sup> by Joe Erickson to keep Patricia Bierens as vice president.

Roll Call Vote passed.

Motion made by Julie Coon, 2<sup>nd</sup> by Traci Nietling to keep Ellen Vanderwal as secretary.

Roll Call Vote passed.

Motion made by Joe Erickson, 2<sup>nd</sup> by Julie Coon to keep Traci Nietling as treasurer.

Roll Call Vote passed.

**2025 Library Board of Trustees Officers:**

**President - Patrick Smith**

**Vice President - Pat Bierens**

**Secretary - Ellen Vanderwal**

**Treasurer - Traci Nietling**

Committee Considerations:

Motion made by Patrick Smith, 2<sup>nd</sup> by Julie Coon to keep the Committees the same as 2024.

Roll Call Vote passed.

**2025 Committees:**

**Personnel: Pat Smith (chair), Pat Bierens, Traci Nietling**

**Finance: Pat Smith (chair), Pat Bierens, Traci Nietling**

**Policy: Jill Geeseman (chair), Ellen Vanderwal, Julie Coon**

**Technology: Joe Erickson (chair), Ellen Vanderwal, Julie Coon**

Public Comments: None

**Adjournment:**

Motion to adjourn by Julie Coon, 2<sup>nd</sup> by Joe Erickson. Vote passed.

Adjourned at 4:05 p.m.

Minutes submitted by Laura Marion, Library Director



Missaukee District Library  
Monthly Board Meeting Minutes  
January 20, 2025 at 4:05 p.m.

Meeting called to order by President Patrick Smith.

Board members:

Patrick Smith, President

Traci Nietling, Treasurer

Jill Geeseman, Trustee (absent)

Joe Erickson, Trustee

Pat Bierens, Vice President

Ellen Vanderwal, Secretary (absent)

Julie Coon, Trustee

Laura Marion, Library Director

Public Comments: None

Approval of Agenda: Motion to accept agenda by Julie Coon, 2<sup>nd</sup> by Traci Nietling.  
Voted on and passed.

Approval of Minutes: Motion to accept minutes by Julie Coon, 2<sup>nd</sup> by Joe Erickson.  
Voted on and passed.

Vouchers: Motion to approve vouchers 84-85, 1 by Julie Coon, 2<sup>nd</sup> by Traci Nietling.  
Roll call vote/passed.

Treasure's Report:

December Financials are a rough draft until after the audit on Thursday, January 27, 2025. Motion to approve the rough draft financials for December by Pat Smith, 2<sup>nd</sup> by Julie Coon. Roll call vote/passed.

Projected Bills: Motion by Traci Nietling, 2<sup>nd</sup> by Julie Coon to pay the bills as presented. Roll call vote/passed.

Transmittals 51-53 and 1-2: Transmittals will be put on file.

Director's Report: Story Times with the library and Pioneer Hall are going great. Battle of the Books 2025 for grades 4<sup>th</sup> - 6<sup>th</sup> has begun with 2 Lake City teams this year. The audit will be Monday, January 27<sup>th</sup>. The new circulation system, Apollo by Bibionix, is working nicely.

Joe asked a question of the direction of the circulation of library books. Director Marion discussed the library's role in the physical books as well as the ebooks, eaudiobooks, services, programs and MeLCat circulation. The library has a wonderful group of participants. It will be around for a long time.

*Board Member Terms:*

Patricia Bierens - December 31, 2026

Jill Geeseman - December 31, 2026

Joe Erickson - December 31, 2027

Traci Nietling - December 31, 2028

Julie Coon - December 31, 2027

Pat Smith - December 31, 2027

Ellen Vanderwal - December 31, 2027

Old Business: The parking offer from the County has been put on hold until all of the parking research/decisions have been made with the City and County. Pat Smith and Laura Marion met with Mayor Ardis, Pam Neberdowski, Jessica Nielson, and Ray Vassar about the parking situation and possible solutions. Jessica was informed that the county cars could park in the library parking spots until the outside remodeling is finished and the work trailer is moved from their parking areas. After that - they should be moved to those areas in front of their building or other places since we do not have an agreement for them to park in our lot.

New Business: Motion to give Director Marion a raise of 3% and one extra day vacation by Pat Smith, 2<sup>nd</sup> by Traci Nietling. Roll Call Vote Passed.

Committee Reports: None

Public Comment: None

Adjournment: Motion to adjourn by Traci Nietling, 2<sup>nd</sup> by Julie Coon. Passed.  
Adjournment at 4:30 p.m.

Note for February Meeting: Patricia Bierens, Julie Coon, and Ellen Vanderwal will be absent for the February meeting. Close attention will given to expected attendance before the meeting with a call to trustees by Director Marion to assure we will have a quorum in February.

Minutes submitted by Laura Marion, Library Director

Ardis Missaukee District Library Board Meeting Minutes from  
March 17, 2025  
For April Board Meeting

Meeting called to order by Pat Smith, Vice President at 4:00 p.m.

Board members present:

Laura Marion, Library Director	Traci Nietling, Treasurer
Pat Smith, President	Joe Erickson, Trustee
Pat Bierens, Absent	Jill Geeseman, Trustee
Ellen Vanderwal, Secretary	Julie Coon, Trustee

Approval of Agenda:

- Jill Geeseman made a motion to accept the agenda, seconded by Traci Nietling  
Vote, passed.

Approval of Minutes:

- Traci Nietling made a motion to accept the minutes, seconded by Julie Coon.  
Vote, passed.

Vouchers 84-85, 1-7:

- Jill Geeseman made motion to accept vouchers 84-85, 1-7, seconded by Julie Coon. Roll call vote, passed.

Treasurer's Report:

- Traci Nietling made a motion to approve the audit by UHY LLC, seconded by Julie Coon. The audit went well. Roll call vote, passed.
- Ellen Vanderwal made a motion to accept December (final adjusted), January, and February financials, seconded by Traci Nietling. Roll call vote, passed.
- Pat Smith is taking care of the CD renewal.

Projected Bills:

- Ellen Vanderwal made a motion made to pay the bills, seconded by Jill Geeseman. Roll call vote, passed.

Transmittals 38-42:

- Transmittals will be put on file.

Director's Report:

- Lego Club and Let's Read Lake City Story Time are going well.
- The Summer Reading Program will start in July. The theme this year is "Color Our World!"
- Pat Bierens is doing well and will return to Lake City in March.
- MeCat and Biblionix are going well. There are many advantages we enjoy.

Correspondence:

- Laura Marion received a thank you letter from Community Hope for participating in the "Love Your Neighbor Food Drive" held in February.

Old Business:

- The board discussed the library parking lot usage for other businesses. The library needs their parking lot for employees and customers coming to the library. The extra use will end when the County building exterior has been finished.

New Business: None

Committee Reports – Policy Committee:

- The committee met on March 13, 2025, at the library. Laura Marion, Julie Coon and Ellen Vanderwal attended. The committee read over the current Missaukee District Library PTO and policies for sick time. We watched the Michigan Labor Laws over ZOOM. The committee turned in an edited policy for the library for the board to look over. We will take a vote on the policy changes at the April meeting.

Public Comment:

- None

Adjournment:

- Jill Geeseman made a motion to adjourn meeting, seconded by Julie Coon. Vote passed. 4:30 p.m.

March Minutes submitted by: Ellen Vanderwal, Secretary

# Ardis Missaukee District Library Board Meeting Minutes May 5, 2025 (Rescheduled April Meeting) at 4:00 p.m.

Meeting called to order by Pat Smith, Vice President.

Board Members Present:

Pat Smith, President  
Pat Bierens, Vice President  
Julie Coon, Trustee  
Joe Erickson, Trustee  
Jill Geeseman, Trustee  
Laura Marion, Library Director

Absent:

Ellen Vanderwal, Secretary, Absent  
Traci Nietling, Treasurer, Absent

Public Comments: None

Approval of Agenda:

- Jill Geeseman made a motion to accept the agenda, seconded by Julie Coon.  
Vote, passed.

Approval of Minutes:

- Julie Coon made a motion to accept the minutes, seconded by Jill Geeseman.  
Vote, passed.

Vouchers 53-56:

- Jill Geeseman made a motion to accept vouchers 8-12, seconded by Pat Bierens.  
Roll call vote, passed.

Treasurer's Report:

- The committee looked over the March financials. All looked ok. Traci will finish her portion of the financial oversight before the next meeting.
- Pat Bierens made a motion to approve the March financials, seconded by Jill Geeseman. Roll call vote, passed.

Projected Bills:

- Pat Bierens made a motion to pay existing bills, seconded by Joe Erickson.  
Roll call vote, passed.

Transmittals 11-15:

- Transmittals will be put on file.

Director's Report:

- The preschool story times at Pioneer Hall and Ardis Library are going very well. There are approximately 30 children attending each week.
- Lego Club is still going with about 5-10 children attending.
- The theme for the summer reading program this year is: "Color Our World." A small flyer was in the trustee notebook.
- Many fun programs are coming up in May/June.

Old Business:

- Investments - Pat Smith will investment opportunities at the next rotation.
- Director Marion will create a letter to complete the parking lot sharing. Pat Smith will read it through before distribution.
- We will discuss the P.T.O. changes at the May Board Meeting.

New Business:

Committee Reports: None

Public Comment: None

Adjournment:

- Jill Geeseman made a motion to adjourn at 3:24 p.m., seconded by Joe Erickson.  
Vote, passed.  
Meeting adjourned.

Minutes submitted by: Laura Marion, Library Director

Ardis Missaukee District Library Board Meeting Minutes for May 20, 2024, at 4:00 p.m.

Meeting called to order by Pat Smith, President -

Board members:

Pat Smith, President

Pat Bierens, Vice President

Traci Nietling, Treasurer

Ellen Vanderwal, Secretary - Absent

Joe Erickson - Trustee

Jill Geeseman, Trustee

Laura Marion, Library Director

Public Comments: None

Approval of Agenda:

- Pat Bierens made a motion to accept the agenda, 2<sup>nd</sup> by Julie Coon. Voted on, passed.

Approval of Minutes:

- Pat Bierens made a motion to accept the April minutes with a change of the adjournment time to be 4:42 pm, 2<sup>nd</sup> by Traci Nietling. Voted on, passed.

Vouchers 57-60:

- Jill Geeseman made a motion to accept vouchers, 2<sup>nd</sup> by Pat Bierens. Passed by roll call vote.

Financial Reports for April and May:

- Traci Nietling made a motion to approve both April and May financials, 2<sup>nd</sup> by Julie Coon. Passed by roll call vote.

Projected Bills:

- Pat Bierens made a motion to pay the bills as presented, 2<sup>nd</sup> by Jill Geeseman. Passed by roll call vote.

Transmittals 16-20:

- Transmittals will be placed on file.

Director's Report:

- Preschool Story Times at Pioneer Hall and the Library are going great. The program reaches approximately 30 children each week. The library story time is activity/book pick up during the summer. Summer Reading will keep us and the children busy in June and July.
- The art classes are done; the children had a great time!
- Lego Club had 14 children attend on Monday. This was very well attended.
- The ukulele summer sessions will start on May 28<sup>th</sup>.
- The new copier is coming at the end of the month.
- The piano will be tuned the beginning of June.

Correspondence: None

Old Business:

- The Women's Club with help Laura weed and spruce up the stone area around the library and parking lot before Memorial Day.
- Jill Geeseman made a motion to move the funds from the Huntington CD to Forest Area Credit Union 7-Month CD with a rate of 4.5%. Traci Nietling made a motion to add \$60,000 from Huntington checking to the previous motion to the FACU 7-Month CD with a rate of 4.5%. Passed by roll call vote.

New Business: None

Committee Reports:

- Personnel: Pat Smith (chair), Pat Bierens, Traci Nietling
- Finance: Pat Smith (chair), Pat Bierensm, Trai Nietling
- Policy: Jill Geeseman (chair), Ellen Vanderwal, Julie Coon
- Technology: Joe Erickson (chair), Ellen Vanderwal, Julie Coon

(All members are considered on the SRP Committee to advise as necessary.)

Public Comments: None

Adjournment:

- Jill Geeseman made a motion to adjourn, 2<sup>nd</sup> by Joe Erickson. Meeting adjourned at 4:30 p.m.

Respectfully submitted,

Laura Marion

# Ardis Missaukee District Library Board Meeting Minutes

## From June 16, 2025 for July 21<sup>st</sup> Board Meeting

Meeting called to order by Pat Bierens, Vice President at 4:00 p.m.

### Board members:

Laura Marion, Library Director  
Pat Smith, President (Absent)  
Traci Nietling, Treasurer  
Ellen Vanderwal, Secretary

Julie Coon, Trustee  
Joe Erickson, Trustee  
Jill Geeseman, Trustee  
Pat Bierens, Vice President

Public Comment: None

### Approval of Agenda:

- Jill Geeseman made a motion to accept the agenda, seconded by Julie Coon  
Vote, passed.

### Approval of May Minutes:

- Julie Coon made a motion to accept the minutes, seconded by Jill Geeseman.  
Vote, passed.

### Vouchers 16-18:

- Jill Geeseman made a motion to accept vouchers 16-18, seconded by Traci Nietling. Roll call vote, passed.

### Treasurer's Report:

- Traci reported treasurer's report looked good. Jill Geeseman made a motion to accept the report, seconded by Ellen Vanderwal. Roll call vote, passed.
- The board discussed paying Newell's Landscaping for spraying spiders and bugs around the library. Motion made by Traci Nietling to have Newell's take care of the spraying, seconded by Jill Geeseman. Roll call vote, passed.

### Transmittals:

- 19-22 were put on file.

## Director's Report:

- Preschool Story Time has approximately 30 children attending between the library and Pioneer Hall.
- Lego Club is going well.
- On May 27<sup>th</sup>, Ukulele lessons started with Mimi Zwolak.
- The Lake City Memorial Day Run went well, lots of runners attended.
- 16 patrons attended the "One-Man play."
- 12 people have attended the "Health and Healing Class." The last class will finish in June.
- Newell's fixed 4 of our Zone pipes outdoors; they are working better now.
- "Feeding America NAW-Gather 2 Grow Program" is going very well. In 2 weeks, the library has given out 378 meal packets.

Correspondence: None

## Newspaper Articles:

The paper did a great job of the libraries' Hula Hoop event and Gather 2 Grow Food Program.

Committee Reports: None

Public Comment: None

## Adjournment:

- Jill Geeseman made a motion to adjourn, seconded by Julie Coon.  
Voted, passed.

Respectfully submitted,

Ellen Vanderwal

Ardis Missaukee District Library Board Meeting Minutes from July 21, 2025  
For August Board Meeting

Meeting called to order by Pat Smith, President at 4:00p.m.  
Traci Nietling opened with a prayer

Board members present:

Pat Smith, President	Joe Erickson, Trustee
Traci Nietling, Treasurer	Jill Geeseman, Trustee
Ellen Vanderwal, Secretary	Pat Bierens, Vice President
Laura Marion, Library Director	Julie Coon, Absent

Public Comment: None

Approval of Agenda:

- Pat Bierens made a motion to accept the agenda, seconded by Jill Geeseman  
Vote, passed.

Approval of May Minutes:

- Traci Nietling made a motion to accept the minutes, seconded by Pat Bierens.  
Vote, passed.

Vouchers 19-23:

- Jill Geeseman made a motion to accept vouchers. Seconded by Traci Nietling.  
Passed by roll call vote.

Treasurer's Report:

- Traci reported treasurer's report looked good. Ellen Vanderwal made a motion to accept the report, seconded by Pat Bierens. Roll call vote, passed.
- The board discussed the library cleaning job; the job will change to a new person, Sue Haysmer, to take over the cleaning job.

Transmittals:

- 23-27 were put on file.

Director's Report:

- Laura reported it was a very busy summer, but good!
- Book sales went very well this summer. The library collected \$641.00 for June and July in book sales.
- The Read Aloud Program at Pioneer Hall continued this summer. 85 children and their parents came to the programs.
- 18 people attended the Ukulele lessons.
- The Health and Healing 10-week program are finished.
- Kari Revolva and her dog, Zeus were great at the hoola-hoop program. 70 children and many adults attended.
- Home Acres Sky Ranch historic video presentation turned out great. Over 50 people came to the event, this was enjoyed by everyone.

Correspondence: None:

Old Business: None

New Business:

- The library went over information given to them on from OMNIA Partners. This information was about supplying the library with medical products. a first aid cabinet that would contain medical supplies. The board discussed the purchasing of the products but for now have decided not to go with OMNIA.
- The board was also given information on the Automated External Defibrillator for the library. This would cost \$135.00 per month or \$3,200.00 to purchase our own. The decision on purchasing or renting the machine is on hold for now.

Committee Reports: None

Public Comment: None

Adjournment:

- Jill Geeseman made a motion to adjourn. seconded by Pat Bierens. Voted on and passed.

Respectfully submitted,

Ellen Vanderwal

# **Ardis Missaukee District Library Board Meeting Minutes from August 18, 2025 Board Meeting**

Meeting called to order by Patricia Bierens, Vice President at 4:00 p.m.

Jill Geeseman opened with a prayer.

Board members present:

Patricia Bierens, Vice President

Traci Nietling, Treasurer

Ellen Vanderwal, Secretary

Laura Marion, Library Director

Joe Erickson, Trustee

Jill Geeseman, Trustee

Julie Coon, Trustee

(Pat Smith, President absent)

Public Comment: None

Approval of Agenda:

- Ellen Vanderwal made a motion to accept the agenda, seconded by Pat Bierens  
Vote, passed.

Approval of May Minutes:

- Pat Bierens made a motion to accept the minutes, seconded by Jill Geeseman.  
Vote, passed.

Vouchers 19-23:

- Jill Geeseman made a motion to accept vouchers. Seconded by Traci Nietling. Passed by roll call vote.

Treasurer's Report:

- Traci reported July's financial report checked out. Ellen Vanderwal made a motion to accept the report, seconded by Pat Bierens. Roll call vote, passed.

Projected Bills:

- Pat Bierens made a motion to pay the bills as presented, seconded by Traci Nietling. Passed by roll call vote.

Transmittals:

- 23-27 were put on file.

Director's Report:

- Laura Marion reported the summer is coming to a close. We had a busy summer and fall activities are being organized. The annual MMLL meeting will be September 11. The Feeding America West Michigan Gather 2 Grow program was a success. We plan to participate in it again next year.

Correspondence: None:

Old Business: None

New Business: None

Committee Reports: None

Public Comment: None

Adjournment:

- Jill Geeseman made a motion to adjourn. seconded by Julie Coon. Voted on and passed at 4:15.

Respectfully submitted,

Laura Marion



Ardis Missaukee District Library Board Meeting Minutes from September 15, 2025  
For October Board Meeting

Meeting called to order by Pat Smith, President at 4:00p.m.

Traci Nietling opened with a prayer

Board members present:

Laura Marion, Library Director

Pat Smith, President

Traci Nietling, Treasurer

Ellen Vanderwal, Secretary

Julie Coon, Trustee

Joe Erickson, Trustee

Jill Geeseman, Trustee

Pat Bierens, Vice President

Public Comment: None

Approval of Agenda:

- Pat Bierens added one item to the agenda: "Do's and Don'ts" of the library building. We will discuss this issue more later.
- Pat Bierens added one item to the agenda. The aide supplies for the library were brought up; all medical items are here for the library.
- Pat Bierens made a motion to accept the amended agenda, seconded by Jill Geeseman  
Vote, passed.

Approval of May Minutes:

- Pat Bierens made a motion to accept the minutes, seconded by Julie Coon  
Vote, passed.

Vouchers 27-29:

- Motion to accept vouchers 19-23 made by Jill Geeseman. Seconded by Julie Coon.  
Passed by roll call vote.

Treasurer's Report:

- Traci reported treasurer's report looked good. Traci Nietling made a motion to accept the report, seconded by Jill Geeseman. Roll call vote, passed.

Projected Bills:

- Bills looked good. Motion made to pay bills by Pat Bierens, seconded by Ellen Vanderwal. Roll call vote, Passed.

Transmittals:

- 32-35 were put on file.

Director's Report:

- The Read out loud programs are starting and going well.
- The Ukulele Group is done, now practicing for fun.
- September 11<sup>th</sup> was the annual meeting for Mid-Michigan Library League. The library put together baskets for the raffle winners.
- On September 13<sup>th</sup> the library will be having the "Homecoming Dress and Suit Free Rental Event."
- On September 23<sup>rd</sup> Dave Bennet will be at the library to help with Medicare Supplements.
- Puzzle Competitions will start in October or November.
- Individuals in the community have been helping with the outdoors weeding and trimming around the building.
- During "Festival of the Pines the Silent Observer sign will be at the library.
- 3 big pumpkins will be donated this year from Tom Huxtable.
- Card making class is coming up at the library.

Correspondence: None

Old Business: All medical supplies are updated.

New Business:

- Tommy Nichols will fix an old library computer; we had a discussion of donating it when he was finished. Pat Bierens made a motion to donate to the Silent Observer, they need one, seconded by Ellen Vanderwal.  
Voted on and passed.
- Pat Smith will speak with Dr. Lueder about the "Do's and Don'ts about the library building."

Committee Reports: None

Public Comment: None

Adjournment:

- Jill Geeseman made a motion to adjourn, seconded by Pat Bierens. Voted on and passed. Adjourned at 4:35.

Respectfully submitted,

Ellen Vanderwal

## Ardis Missaukee District Library Board Meeting Minutes from October 20, 2025

### Board members present:

Laura Marion, Library Director  
Pat Smith, President  
Traci Nietling, Treasurer - Absent  
Ellen Vanderwal, Secretary

Julie Coon, Trustee  
Joe Erickson, Trustee - Absent  
Jill Geeseman, Trustee  
Pat Bierens, Vice President

### Meeting called to order:

- Pat Smith called the meeting to order at 4:00 p.m. and had a prayer before starting.

### Public Comment: None

### Approval of Agenda:

- Pat Bierens made a motion to accept agenda, seconded by Julie Coon. Voted on and passed.

### Approval of Minutes:

- Motion made by Pat Bierens to approve the minutes, second by Julie Coon. Voted on and passed.

### Vouchers 30 - 35:

- Motion made by Jill Geeseman to accept vouchers, seconded by Pat Bierens. Voted on and passed.

### Treasurer's Report:

#### September Financial Packet

- Pat Bierens reported treasurer's report looked good. Pat Bierens made a motion to accept the report, seconded by Jill Geeseman. Roll call vote, passed.

### Budget Proposal:

- Laura Marion went over proposal for the library; a few minor changes were made. Motion made by Jill Geeseman, seconded by Ellen Vanderwal to approve budget proposal with the changes. Voted on and passed.

### Projected Bills:

- All looked good on the projected bills. Roll call vote passed.

### Transmittals:

- 36 - 40 were put on file.

Director's Report:

- Lego Club is going great, 10 children and 8 adults attended.
- The Silent Observer Sign was up during the Festival of the Pines.
- There are a few programs that are upcoming for the library.
- Giant pumpkins were donated for display by Tom Huxtable.
- Ben Taylor repaired the outside plug for the library.
- The Women's Club did a beautiful job on fall decorations around the library.
- Battle of the Books will start in 2026, all organized.
- Laura passed out a Business Profile Report for the library. All looked good.

Correspondence:

- The Silent Observer liaison, Vance Edwards, thanked the library for the computer to use in their new office in a letter.

Old Business:

- Pat Bierens contacted Mr. Lueder about the Do's and Don'ts concerning the library. She reported all the correct things are being done.

New Business: None

Committee Reports: None

Public Comment: None

Adjournment at 4:15

Next meeting Monday, November 17, 2025 @ 4:00

Minutes Respectfully submitted,  
Ellen Vanderwal

# Ardis Missaukee District Library Board Meeting Minutes for November 17, 2025, at 4:00 p.m.

Meeting called to order by Pat Smith, President.

Board members present:

Pat Smith, President	Joe Erickson, Trustee
Pat Bierens, Vice President	Jill Geeseman, Trustee
Ellen Vanderwal, Secretary	Julie Coon, Trustee
Traci Nietling, Treasurer	Laura Marion, Library Director

Public Comments: None

Approval of Agenda:

- Jill Geeseman made a motion to accept the agenda, 2<sup>nd</sup> by Julie Coon. Passed

Approval of Minutes:

- Jill Geeseman made a motion to accept the October minutes with corrections that Pat Smith was in conversation with Dr. Lueder, not Pat Bierens, 2<sup>nd</sup> by Julie Coon. Passed

Vouchers:

- Traci Nietling made a motion to accept Vouchers 36-39, 2<sup>nd</sup> by Jill Geeseman. Passed by roll call vote.

Treasurer's Report:

- Pat Bierens made a motion to accept the October Financials, 2<sup>nd</sup> by Traci Nietling. Passed by roll call vote.

Projected Bills:

- The bills were discussed. Pat Bierens made a motion to pay and approve the bills, 2<sup>nd</sup> by Jill Geeseman. Passed by roll call vote.

Transmittals 41-45:

- Transmittals will be placed on file.

Director's Report:

- Circulation and Patron Statistics were presented.
- November and December Programs are well attended.
- The LC Women's Club held their winter meeting at the library. The education of AI was well received. They gifted us with \$800 for a AED machine and \$200 for SRP 2026.
- This is One Year with our new circulation system Apollo Biblionix. We really enjoy it.

Correspondence: None

Old Business: None

New Business:

- At our next meeting on December 15<sup>th</sup>, we will enjoy a Christmas luncheon at 2:30 p.m. Our meeting will begin after. Each board member will bring a dish to pass.
  - Pat B - Wassil
  - Ellen - Dips and Crackers
  - Traci - Mexican Corn Salad
  - Joe - Crab Dip
  - Pat S - Main Dish
  - Jill - Cheesecake Dessert
  - Julie - Oreo Dessert
  - Laura - Plates/Silverware/Napkins
  
- A personnel meeting will follow the December board meeting.

Committee Reports: None

Public Comment: None

Adjournment: 4:30 p.m.

Respectfully submitted,  
Laura Marion

Ardis Missaukee District Library Board Meeting Minutes  
December 15, 2025, at 2:30 pm

Christmas Luncheon:

The board enjoyed a delicious potluck luncheon at 3:15 in the afternoon. Everyone had a great time visiting and catching up with each other. The library staff was invited.

Meeting called to order by Pat Bierens, Vice President at 2:30 p.m.

Board members:

Pat Smith, President - Absent	Laura Marion, Library Director
Pat Bierens, Vice President	Ellen Vanderwal, Secretary
Traci Nietling, Treasurer - Absent	Joe Erickson - Trustee
Jill Geeseman, Trustee	Julie Coon, Trustee

Public Comments: None

Approval of Agenda:

Jill Geeseman made a motion to accept the agenda with Wage Increases added to the Treasurer's Report, 2<sup>nd</sup> by Ellen Vanderwal. Voted on and passed.

Approval of Minutes:

Julie Coon made a motion to accept the minutes, 2<sup>nd</sup> by Ellen Vanderwal. Voted on and passed.

Vouchers 37-40:

Jill Geeseman made a motion to accept vouchers 40-42, 2<sup>nd</sup> by Julie Coon. Roll call vote passed.

Treasurer's Report / Approval of 2025 Final Amended Budget and 2026 Amended Budget / Wage Increases:

Jill Geeseman made a motion to accept the financial report as presented, 2<sup>nd</sup> by Julie Coon. Roll call vote passed.

The revised 2025 final budget was presented by Director Marion. Jill Geeseman made a motion to approve the final revised 2025 budget, 2<sup>nd</sup> by Pat Bierens. Roll call vote passed.

There were two revisions to the 2026 budget presented by Director Marion. Jill Geeseman made a motion to accept the changes to the 2026 Budget, 2<sup>nd</sup> by Pat Bierens. Roll call vote passed.

The 2026 Minimum Wage increased approximately 10% with a difference of \$1.27. The Financial Committee suggested a 10% wage increase for all library clerks. The library page would increase to the 2026 Minimum Wage, \$13.73. The director, Laura Marion, will be given a 3% raise. The CPI is around 2.5% this year. Pat Bierens made a motion to accept

the Financial Committee's wage increase suggestion, 2nd by Ellen Vanderwal. Roll call vote passed.

Projected Bills:

Jill Geeseman made a motion to pay the projected bills, 2nd by Julie Coon. Roll call vote passed.

Transmittals 45-50:

Transmittals will be place on file.

Director's Report:

- Circulation Reports and Website Reports were presented.
- Programming is continuing to get good turnouts.
- Kevin Kent will be hired for Jan - March months and as a substitute throughout the year.
- Sam Robinson has agreed to end his employment with MDL.
- The library was a drop off station for Friends for Students of Lake City Schools gifts for 90 needy families for this year's Christmas gift giving. Kris Keller is the person in charge of this program; she is doing a great job!
- The annual library audit will be held at the end of January.

Correspondence: None

Old Business: None

New Business: None

Adjournment:

Jill Geeseman made a motion to adjourn, 2<sup>nd</sup> by Pat Bierens. Adjourned at 3:15 p.m.

Respectfully submitted,

Ellen Vanderwal

**Missaukee District Library  
Annual Board Meeting Minutes  
January 22, 2026  
Meeting started at 4:00 p.m.**

Meeting called to Order by Traici Nietling, treasurer, at 4:00 p.m.

Present: Traci Nietling, Julie Coon, Joe Erickson, Ellen Vanderwal

Absent: Patricia Bierens, Jill Geeseman, Patrick Smith

Approval of Agenda: Motion made by Traci Nietling, 2<sup>nd</sup> by Julie Coon. Vote passed.

Nomination and Election of 2026 Library officers:

Motion made by Julie Coon, 2<sup>nd</sup> by Joe Erickson to keep Patrick Smith as president.

Roll Call Vote passed.

Motion made by Traci Nietling, 2<sup>nd</sup> by Joe Erickson to keep Patricia Bierens as vice president.

Roll Call Vote passed.

Motion made by Julie Coon, 2<sup>nd</sup> by Traci Nietling to keep Ellen Vanderwal as secretary.

Roll Call Vote passed.

Motion made by Joe Erickson, 2<sup>nd</sup> by Julie Coon to keep Traci Nietling as treasurer.

Roll Call Vote passed.

**2025 Library Board of Trustees Officers:**

**President - Patrick Smith**

**Vice President - Patricia Bierens**

**Secretary - Ellen Vanderwal**

**Treasurer - Traci Nietling**

Committee Considerations:

Motion made by Ellen Vanderwal, 2<sup>nd</sup> by Julie Coon to keep the Committees the same as 2025.

Roll Call Vote passed.

**2026 Committees:**

**Personnel: Pat Smith (chair), Pat Bierens, Traci Nietling**

**Finance: Pat Smith (chair), Pat Bierens, Traci Nietling**

**Policy: Jill Geeseman (chair), Ellen Vanderwal, Julie Coon**

**Technology: Joe Erickson (chair), Ellen Vanderwal, Julie Coon**

Public Comments: None

Adjournment:

Motion to adjourn by Julie Coon, 2<sup>nd</sup> by Joe Erickson. Vote passed.

Adjourned at 4:05 p.m.

Minutes submitted by Laura Marion, Library Director



Missaukee District Library  
Monthly Board Meeting Minutes  
January 22, 2026 at 4:00 p.m.

Meeting called to order by Treasurer, Traci Nietling at 4:05.

Board members:

Patrick Smith, President (absent)  
Traci Nietling, Treasurer  
Jill Geeseman, Trustee (absent)  
Joe Erickson, Trustee

Pat Bierens, Vice President (absent)  
Ellen Vanderwal, Secretary  
Julie Coon, Trustee  
Laura Marion, Library Director

Public Comments: None

Approval of Agenda: Motion to accept agenda by Julie Coon, 2<sup>nd</sup> by Traci Nietling.  
Voted on and passed.

Approval of Minutes: Motion to accept minutes by Julie Coon, 2<sup>nd</sup> by Joe Erickson.  
Voted on and passed.

Vouchers: Motion to approve vouchers 43-44, 1 by Julie Coon, 2<sup>nd</sup> by Traci Nietling.  
Roll call vote/passed.

Treasure's Report:

December Financials are a rough draft until after the audit on Thursday, January 27, 2025. Motion to approve the rough draft financials for December by Ellen Vanderwal, 2<sup>nd</sup> by Julie Coon. Roll call vote/passed.

Projected Bills: Motion by Traci Nietling, 2<sup>nd</sup> by Julie Coon to pay the bills as presented. Roll call vote/passed.

Transmittals: Transmittals 49-51, 1 will be put on file.

Director's Report: Story Times with the library and Pioneer Hall are going great. Battle of the Books 2026 for grades 4<sup>th</sup> - 6<sup>th</sup> has begun with 1 Lake City team this year. The audit will be Thursday, January 29<sup>th</sup>. The Board Member Terms were presented:



*Board Member Terms:*

Patricia Bierens - December 31, 2026

Jill Geeseman - December 31, 2026

Joe Erickson - December 31, 2027

Traci Nietling - December 31, 2028

Julie Coon - December 31, 2027

Pat Smith - December 31, 2027

Ellen Vanderwal - December 31, 2027

Old Business: None

New Business: None

Correspondence: A letter addressed to the library board members from Silent Observer for annual donation from the public was presented. A copy of the email from the Missaukee Chamber about the closing of Prospect Street during the 4<sup>th</sup> of July in 2026 was presented. It would affect our parking lot entrance.

Committee Reports: None

Public Comment: None

Adjournment: Motion to adjourn by Traci Nietling, 2<sup>nd</sup> by Julie Coon. Passed.  
Adjournment at 4:28 p.m.

Minutes submitted by Laura Marion, Library Director

