

ST. CLAIR COUNTY LIBRARY BOARD OF TRUSTEES REGULAR MEETING MINUTES

TIME & PLACE: 6:30 p.m. Tuesday, August 26, 2025
Memphis Branch, 34830 Potter Street, City of Memphis.

PRESENT: BOARD MEMBERS: Elizabeth Buckley, Stacey Lauwers and Michael McCartan.
DIRECTOR: Allison Arnold.

ABSENT: None.

ALSO PRESENT: STAFF: Karyl Birkett, Mae Coppi, Janet Curtiss, Randi Mathieu, Mike Mercatante, Scott Nichols, Nicole Pinskey, Kimberley Radatz, and Joe Turbok. OTHER: Virginia Coury and Victoria Ferres.

Welcome

Call to order by Chairperson McCartan, roll call attendance by Director Arnold at 6:30 p.m.

Pledge of Allegiance was said.

I. AMENDMENTS TO THE AGENDA:

None.

II. APPROVAL OF AGENDA:

Moved by Member Lauwers and supported by Member Buckley to approve the agenda as presented. Motion unanimously carried.

Branch Lead report – Karyl Birkett

Maker Space presentation – Joe Turbok

III. CITIZEN’S COMMENTS:

None.

IV. CONSENT AGENDA:

Moved by Member Buckley and supported by Member Lauwers to approve the consent agenda as presented. Motion unanimously carried.

- a. Approval of minutes – June 24, 2025 (regular meeting)
July 22, 2025 (regular meeting – cancelled)

V. FINANCIAL REPORTS:

Moved by Member Buckley and supported by Member Lauwers to receive and file June and July Financial reports as presented. Motion unanimously carried.

VI. ITEMS FOR ACTION:

- a. Building Closure – Temperature.

Moved by Member Buckley and supported by Member Lauwers to approve the Building Closure Policy as presented. Motion unanimously carried.

- b. Library of Things.

Moved by Member Buckley and supported by Chairperson McCartan to approve the Library of Things Policy as presented. Motion unanimously carried.

VII. ITEMS FOR DISCUSSION:

- a. Schedule 2026 - Library Board meeting/workshops.

Moved by Chairperson McCartan and supported by Member Lauwers to approve the 2026 Library Board Meeting/Workshops Schedule as presented. Motion unanimously carried.

- b. 2024 Year-End Financial Analysis.
- c. 2026 Annual Plan of Work.
- d. Library System - Strategic Plan – update.
- e. Library System - Bookmobile – update.
- f. System Support Relocation.

Moved by Member McCartan and supported by Member Buckley to approve the quote of \$4,500 for Design Services (Kerr Albert Office Supplies & Furniture) for the 302 Michigan Street building. Motion unanimously carried.

VIII. COMMUNICATION:

- a. Library Director’s report – June & July 2025.

Moved by Member Buckley and supported by Member Lauwers to receive and file June and July 2025 communications as presented. Motion unanimously carried.

IX. Closed Session for Labor Negotiations - strategy.

Moved by Member Buckley and supported by Member Lauwers to adjourn the Regular Library Board of Trustee’s meeting to go into a closed Session to discuss Labor Negotiations - strategy. Motion unanimously carried.

Regular Library Board of Trustee’s meeting adjourned at 7:50 p.m.

Moved by Chairperson Lauwers and supported by Member Buckley to adjourn the Closed Session and re-open the Regular Library Board of Trustee’s meeting at 8:35 p.m. Motion unanimously carried.

X. ITEMS FOR INFORMATION:

XI. ADJOURNMENT:

Meeting adjourn at 8:35 p.m.

NEXT MEETING DATE(s): **Tuesday, September 23, 2025, 6:30 p.m.** – Annual Meeting, Yale Branch, 2 Jones Street, City of Yale. **Thursday, October 9, 2025, 9:00 a.m.** –Budget Workshop, Main Library, Michigan Room, 210 McMorran Boulevard, City of Port Huron.

Respectfully Submitted:

Michael P. McCartan, Chairperson

Allison S. Arnold, Director/Secretary

