

**IOSCO-ARENAC DISTRICT LIBRARY  
MINUTES OF THE BOARD OF TRUSTEES REGULAR MEETING**

Place: Administrative Offices, 120 W. Westover St., East Tawas, MI 48730

Date: November 13, 2025

Present: **Linda Eyer, Sue Kingsbury, Phyllis Klender, Rick Rockwell, Dan Stock, Susan Synowiec, Thelma Van Brenk, Kari Besancon and JoAnn Edwards**

Absent: **Jerry Brown**

**1. Call to Order**

Meeting called to order at 2:00 pm by Chairman Rick Rockwell.

**2. Approval of the Agenda**

Klender and Kingsbury motioned and seconded approval of the agenda, as amended. Seven (7) aye. One (1) absent. Motion carried.

**3. Public Participation and Reports from the Friends Groups**

Director Besancon reported on the Friends of the East Tawas Library who brought in reports from the 2025 grants and plans to continue with 2026 grants.

Kingsbury reported on the Tawas City Library Tuesday's programs scheduled with IRESA to help patrons learn techniques for using their technical devices. Program promoted in newspapers and on the IADL website.

Synowiec reported for the Friends of the Whittemore Library program, Trunk or Treat, which was a successful family-oriented group. Future partnering with the school is a good possibility.

**4. Board Comments**

Comments on the new website were shared. Current pictures on the website are placeholders only and will be updated. The website appears differently on cell phones compared to appearance and search bars on larger screens. Tweaks and corrections will be made to our website.

**5. Approval of the Minutes from the October 9, 2025 Regular Board Meeting**

**Synowiec and Stock motioned and seconded approval of the minutes from the October 9, 2025 Board Meeting. Seven (7) aye. One (1) absent. Motion carried.**

**6. Treasurer's Report**

Budget, income and expenditures were discussed. Budget will be adjusted to reconcile account overages. **Van Brenk and Eyer motioned and seconded approval of the Treasurers Report.**

**A roll call vote was taken as follows: Linda Eyer, aye; Sue Kingsbury, aye; Phyllis Klender, aye; Dan Stock, aye; Rick Rockwell, aye; Susan Synowiec, aye; Thelma Van Brenk, aye. One (1) absent. Motion carried.**

**7. Ratification of Bills**

**Stock and Synowiec motioned and seconded approval of the ratification of Voucher #25-34 dated October 23, 2025 in the amount of \$21,118.78, Voucher #25-35 dated November 6, 2025 in the amount of \$67,260.05 and Voucher #25-36 dated November 13, 2025 in the amount of \$3,512.63. A roll call vote was taken as follows: Linda Eyer, aye; Sue Kingsbury, aye; Phyllis**

**Klender, aye; Dan Stock, aye; Rick Rockwell, aye; Susan Synowiec, aye; Thelma Van Brenk, aye. One (1) absent. Motion carried.**

## **8. Director's Report**

### **Statistics and Reports**

Director Besancon asked the Board to think about the circulation statistics and whether limits should be placed on online users – residents and non-residents. She would like feedback on what information provided in the report would be most valuable. Policy committee to discuss the district's obligation to people living in our Iosco and Arenac counties. A consideration about holding unused books even if they have not reached the 7-year depreciation schedule was initiated.

## **9. Old Business**

### **A. Horizon, Merit, USF, and MelCat updates**

#### **1. Enterprise/Bibliocommons Update**

Polaris migration is still on schedule for the end of February. Training is scheduled for December 23<sup>rd</sup> and 24<sup>th</sup> online.

### **B. Update of Website Design and Strategic Planning**

Website discussed in Board Comments.

### **C. Plainfield Township Move**

Books will need to be weeded before any move. Additional discussions are coming in next few weeks due to new findings after this meeting.

## **10. New Business**

### **A. Policy Manual**

As we look to move forward with formal agreements with the municipalities, final edits to the Policy Manual will need to be completed before it can be approved and adopted.

**The Board agreed to meet on December 11, 2025 at 1:00 p.m. to work on the Policy Manual.** Director Besancon will make some stand-alone summaries and send them to the Board in PDF format.

### **B. Programming Grant Applications – Final 2025**

No applications currently.

### **C. 2025 – 2026 Budget Approvals and End of Year motions**

Director Besancon clarified reasons for designating a manager at each branch. Job descriptions are being discussed with the IADL employment lawyer.

#### **Budget Motions**

- 1. Klender moved and Synowiec seconded to approve the budget adjustment of the 2025 budget as presented. A roll call vote was taken as follows: Linda Eyer, aye; Sue Kingsbury, aye; Phyllis Klender, aye; Dan Stock, aye; Rick Rockwell, aye; Susan Synowiec, aye; Thelma Van Brenk, aye. One (1) absent. Motion carried.**

2. Kingsbury moved and Stock seconded to approve the Wage and Benefit Plan for 2026 as presented. A roll call vote was taken as follows: Linda Eyer, aye; Sue Kingsbury, aye; Phyllis Klender, aye; Dan Stock, aye; Rick Rockwell, aye; Susan Synowiec, aye; Thelma Van Brenk, aye. One (1) absent. Motion carried.
3. Synowiec moved and Van Brenk seconded to approve the 2026 Budget as presented. A roll call vote was taken as follows: Linda Eyer, aye; Sue Kingsbury, aye; Phyllis Klender, aye; Dan Stock, aye; Rick Rockwell, aye; Susan Synowiec, aye; Thelma Van Brenk, aye. One (1) absent. Motion carried.

#### **End of Year Motions for 2025**

4. Kingsbury moved and Eyer seconded to allow the District Director to line-item transfer from Contingency for expenses or other services for 2025, if needed. A roll call vote was taken as follows: Linda Eyer, aye; Sue Kingsbury, aye; Phyllis Klender, aye; Dan Stock, aye; Rick Rockwell, aye; Susan Synowiec, aye; Thelma Van Brenk, aye. One (1) absent. Motion carried.
5. Stock moved and Klender seconded to designate and net revenues from contributors and millage for Mary Johnston Memorial Library as of December 31, 2025, to the Restricted Fund Balance – Mary Johnston Memorial Library. A roll call vote was taken as follows: Linda Eyer, aye; Sue Kingsbury, aye; Phyllis Klender, aye; Dan Stock, aye; Rick Rockwell, aye; Susan Synowiec, aye; Thelma Van Brenk, aye. One (1) absent. Motion carried.
6. Synowiec moved and Van Brenk seconded to allow the District Director to pay final bills for 2025 on the last day allowed through voucher from the County of Losco for calendar year 2025. A roll call vote was taken as follows: Linda Eyer, aye; Sue Kingsbury, aye; Phyllis Klender, aye; Dan Stock, aye; Rick Rockwell, aye; Susan Synowiec, aye; Thelma Van Brenk, aye. One (1) absent. Motion carried.
7. Kingsbury moved and Eyer seconded to designate unassigned fund balance as December 31, 2025, to the following Fund Balance: Assigned: Unrestricted; Amount: Beginning Fund Balance for next year. A roll call vote was taken as follows: Linda Eyer, aye; Sue Kingsbury, aye; Phyllis Klender, aye; Dan Stock, aye; Rick Rockwell, aye; Susan Synowiec, aye; Thelma Van Brenk, aye. One (1) absent. Motion carried.

#### **D. 2026 Programming Grant Applications**

No applications currently.

#### **E. Procedure for Director Evaluation**

Director Besancon asks the Board to include their input on 2026 Director goals.

#### **F. Appointment of Nominating Committee to Board Positions**

The 3-year terms for Chair and Treasurer have been completed this year. **Susan Synowiec** was nominated as **Board Chair** with **Rick Rocwell** as **Vice-Chair** and **Sue Kingsbury** as **Treasurer**. **Thelma Van Brenk** will continue as **Secretary**. **Linda Eyer** and **Thelma Van Brenk** are re-appointed as board members for 2026.

**G. Removal of 2018 old uncollectable fees.**

Synowiec and Van Brenk motioned & seconded the removal of the old 2018 fees.

A roll call vote was taken as follows: Linda Eyer, aye; Sue Kingsbury, aye; Phyllis Klender, aye; Dan Stock, aye; Rick Rockwell, aye; Susan Synowiec, aye; Thelma Van Brenk, aye. One (1) absent. Motion carried.

**11. Items for Next Agenda for January**


**A. Election of Board of Trustees Officers**

**B. Programming Grants (if any)**

**12. Adjournment**

Chairperson Rockwell adjourned the meeting at 3:30 pm.

Respectfully submitted,

  
JoAnn Edwards  
Recording Secretary

A quorum of **five** is needed to conduct business.

If you cannot attend or need directions, please call Kari or JoAnn at 989-362-2651.

**PLEASE BRING YOUR CALENDARS/PLANNERS.**

**REMINDER-The next meeting is scheduled for  
Thursday, December 11, 2025 at 1:00 pm  
at Administrative Headquarters.**