

**GRAND LEDGE AREA DISTRICT LIBRARY BOARD**  
**Approved Minutes of the January 28, 2025 Regular Meeting**

Call to Order: 7:00 p.m.

Present: J. Garthe, K. Garthe, Herrst, Holck, Mitchell-Wallace, Yearling; Mitchell,  
Library Director

Absent:

Pledge of Allegiance: Recited

Public Comment: None

Approval of Agenda:

Motion by J. Garthe, support by Yearling, to approve the agenda with the addition to a. BP Products North America Access Agreement request under XI. New Business. Motion Carried.

Minutes of the September 26, 2024 Regular Meeting:

Motion by Herrst, support J. Garthe, to approve the minutes as presented.  
Motion Carried.

Correspondence: None

Comments:

- a. President: Informational
- b. Downtown Development Authority (DDA): Informational

Financial Reports:

Motion by K. Garthe, supported by Yearling to approve the Revenue and Expenditure Sheets for November 2024, including sequencing of checks numbered 20480 through 20521 and 19 electronic transfers for a total expenditure of \$61,696.67; December 2024, including sequencing of checks numbered 20502 through 20521 and 21 electronic transfers for a total of \$57,738.39. Motion Carried.

Director's Report:

- a. Upcoming Programing: Informational
- b. Personnel Update: Informational
- c. Update to Internet Use Policy, No 303:  
Motion by Herrst, support by Mitchell-Wallace, to amend the Internet Use Policy, No. 303 as presented. Motion Carried.
- d. Update to GLADL Employee Handbook:  
Motion by K. Garthe, support by Yearling, to approve the Paid Personnel Leave revision as presented. Motion Carried.

Committee Reports:

- a. Budget Committee: No Report
- b. Building Committee: No Report

Unfinished Business:

- a. Library Board Vacancy: K. Garthe formed the Board Vacancy Subcommittee with K. Garthe, J. Garthe, and A. Yearling serving.

New Business:

- a. BP Products North America Property Access Agreement request. Motion by K. Garthe, support by Mitchell-Wallace, to authorize the Library Director to sign the Property Access Agreement. Motion Carried.

Board Commentary: Informational

Adjournment:

Motion by Mitchell support by Yearling, to adjourn the meeting. Motion Carried. Meeting Adjourned at 8:00 p.m.

Respectfully Submitted,



Jeanne A. Garthe, Secretary