

**GRAND LEDGE AREA DISTRICT LIBRARY BOARD**  
**Proposed Minutes of the March 25, 2025 Regular Meeting**

Call to Order: 7:00 p.m.

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

Absent: Yearling - Excused

Pledge of Allegiance: Recited

Public Comment: None

Approval of Agenda:

Motion by Mitchell-Wallace, support by Herrst, to approve the agenda as presented, with the addition of d. GLADL Employee Handbook revision-Holiday Hours and e. IMLS update-Mel & Melcat to the Director's Report. Motion Carried.

Minutes of the February 25, 2025 Regular Meeting:

Motion by Holck, support Herrst, 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 Holck, to approve the Revenue and Expenditure Sheets for February 2025, including sequencing of checks numbered 20542 through 20566 and 18 electronic transfers for a total expenditure of \$57,926.67. Motion Carried.

Director's Report:

- a. Upcoming Programing: Informational
- b. Library Cyber Security: Informational
- c. Board of Trustee Training Opportunities: Informational
- d. GLADL Employee Handbook Revision-Holiday Hours:  
Motion by K. Garthe, support by Holck, to approve the GLADL Employee Handbook Revision-Holiday Hours as presented. Motion Carried.
- e. IMLS Update-Mel & Melcat:  
Motion by K. Garthe, support by Holck, that the GLADL supports the Institute of Museum and Library Services (IMLS) and work being done by the Library of Michigan with their Statewide LSTA Initiatives. Motion Carried.

Committee Reports:

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

Unfinished Business:

- a. Board Meeting Schedule:

Motion by Herrst, support by Holck, to move the GLADL Board Meetings to the 4<sup>th</sup> Wednesday of the month to start on May 28, 2025. Motion Carried.

New Business: Informational

Board Commentary: Informational

Adjournment:

Motion by J. Garthe, support by Holck, to adjourn the meeting. Motion Carried. Meeting Adjourned at 7:55 p.m.

Respectfully Submitted,

Jeanne A. Garthe, Secretary