Caro Area District Library Board of Trustees
Meeting Minutes
June 22, 2026

Caro Area District Library
840 W. Frank Street
Caro, MI 48723

Present: Crutchfield, Riley, Seibert, Senter, Smith. Also, Director Schmandt.
Absent: Branding and Furgerson. Ex-Officio Member Petersen.

Meeting called to order by President Crutchfield at 5:00pm.

Motion by Smith to approve the agenda as presented, seconded by Senter. Motion carried.

Public Comment: None.

Minutes of the May 18, 2026 meeting were approved.

Financial Reports: Schmandt presented the May 2026 financial reports.

Librarian's Report: Schmandt presented the May 2026 librarian’s report.

Motion by Riley to not buy pressure cooker specified in the grant that the library has received from the Thumb Community Health Partnership, seconded by Seibert. Discussion ensued. Riley then amended the motion to table the vote until liability, waivers, parameters of grant, type of kit, and age minimums can be researched. Motion to table was carried.

Friends of the Library Report: Smith presented verbal report. FOCAL will be holding a quilt raffle for a patriotic quilt on July 1 at 3:00pm, tickets are $5 each. FOCAL held elections and Meghan Park is now President, Kathy Holik is Vice President, Linda Bates is Membership Chair, Suzann Peterson will be Treasurer pending a new Secretary being appointed. They will be holding a membership drive in July.

Unfinished Business:

Board Consideration for Live Streaming Board Meetings-the board heard more information on the costs and processes that the City of Caro has created for their live streaming process. Schmandt will talk to Clerk Papp to get more details.

New Business:

Nomination by Seibert to elect Senter as Vice President to fill the vacancy left by Hoy's resignation. Roll Call vote: Riley yes, Seibert yes, Senter abstain, Smith yes, Crutchfield yes. Motion carried.

President Crutchfield appointed Furgerson to the Building Committee, noting that Crutchfield is the chair of that committee. She appointed Branding to the Personnel Committee, noting that Smith is the Chair of that committee. She also reiterated that Seibert is the chair of the Finance Committee.

Schmandt presented the 2027 Budget Draft.

Motion by Crutchfield to refer Salary Scale to the Personnel Committee to discuss eliminating the Associates and Bachelor lines for Library Aides and Library Associates, seconded by Smith. Roll Call vote: Riley no, Seibert no, Senter no, Smith no, Crutchfield yes. Motion dies.

Motion by Riley to refer Salary Schedule to the Finance Committee, seconded by Senter. Roll Call vote: Riley yes, Seibert yes, Senter yes, Smith yes, Crutchfield yes. Motion carried.

CARO AREA DISTRICT LIBRARY

RESOLUTION NO. 26-001

RESOLUTION REGARDING RURAL DEVELOPMENT/UNITED STATES

At a meeting of the Board of Trustees of the Caro Area District Library (the "Library"), 840 W. Frank Street, Caro, Michigan 48723, held in the Library on June 22, 2026 at 5:00 p.m.

PRESENT: Senter, Seibert, Smith, Riley, Crutchfield

ABSENT: Furgerson, Branding

The following preamble and resolution were offered by Senter and supported by Smith:

WHEREAS, the Library is a district library subject to the provisions of the District Library Establishment Act, being Act No. 24, Michigan Public Acts of 1989, as amended, and the District Library Financing Act, Act 265 of 1988, as amended; and

WHEREAS, the Library Board (the "Board") determines that it is necessary for the health, safety and welfare of the Library and its residents for the Library to renovate, construct, equip and furnish the existing Library elevator and other related improvements (the "Project"); and

WHEREAS, the Board has estimated the costs of the Project, to be approximately $200,000; and

WHEREAS, the Board determines that it is in the best interests and welfare of the Library and its residents to accept Congressionally Directed Spending ("CDS") and/or grants from the United States ("United States"); and

WHEREAS, the Board determines that it is in the best interests of the Library that the CDS and/or grants be accepted and the Project completed.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The Library is hereby authorized to solicit, review and accept bids for the Project, and to construct the Project all in accordance with applicable law and United States or CDS rules, guidelines and regulations.

2. The Library is authorized to apply for and accept grants, CDS and other assistance for the Project.

3. Any one or both of Stacy Crutchfield, as Library Board President, and Erin Schmandt, as Library Director, are authorized to execute any and all documents and take any and all actions as may be necessary or appropriate to implement this Resolution, to retain, on the behalf of the Library, professionals for the Project, to apply for and accept CDS and/or grants from the United States for the Project, to solicit, review and accept bids from contractors for the Project and to sign bid documents, grant and/or CDS documents, contracts, change orders, and pay request for the Project.

4. To provide for, execute, and comply with Form RD 400-4, "Assurance Agreement," and Form RD 400-1, "Equal Opportunity Agreement," including an "Equal Opportunity Clause," which clause is to be incorporated in, or attached as a rider to, each construction contract and subcontract involving in excess of $10,000.

5. To comply with all applicable State and Federal laws and regulations and to continually operate and maintain the Library in good condition.

6. To acquire and maintain such insurance and fidelity bond coverage as may be required by the United States.

7. To establish and maintain such books and records relating to the operation of the Project and its financial affairs and to provide for required audit thereof as required by the United States, to provide the United States a copy of each such audit without its request, and to forward to the United Sates such additional information and reports as it may from time to time require

8. To provide the United States at all reasonable times access to all books and records relating to the Project and access to the Project so that the United States may ascertain that the Library is complying with the provisions hereof and of the instruments incident to the making or ensuring of the CDS and/or grants.

9. Stacy Crutchfield and/or Erin Schmandt of the Library are hereby authorized and empowered to take all actions necessary or appropriate in the execution of all written instruments as may be required in regard to or as evidence of such grants or CDS.

AYES: Members: Riley, Seibert, Senter, Smith, Crutchfield________________

NAYS: Members: None____

RESOLUTION DECLARED ADOPTED.

STATE OF MICHIGAN)
) ss.
COUNTY OF TUSCOLA)

I, the duly appointed President of the Board of Trustees of the Caro Area District Library, hereby certify that the foregoing is a true and complete copy of a Resolution adopted by the Board of Trustees of the Caro Area District Library at a meeting held on June 22, 2026, and that said meeting was conducted and public notice of the meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act No. 267, Public Acts of Michigan, 1976, as amended, and that the minutes of the meeting were kept and will be or have been made available as required by the Open Meetings Act.

Stacy Crutchfield

Motion to adjourn was made by Seibert, seconded by Riley. Motion carried.