

Hancock Area District Library

Board of Directors Meeting – August 24, 2026

Meeting called to order at 5:30 pm.

Attending: Carolyn Dekker, Ruth Gill, Jillian Shilling, Whitney Warstler, Dean Woodbeck
Also Attending: Boni Ashburn, Lauren Clark (KCF), Madelena DiLisi (KCF), Kim Singlecoff

Moved by Whitney, seconded by Carolyn to approve the agenda. Unanimously approved.

Moved by Whitney, seconded by Jillian, to approve the August 7 minutes. Unanimously approved.

No citizen comments

Keweenaw Community Foundation discussion

- KCF has created a special project fund for HADL to help with expenses related to marketing, fundraising, insurance, and legal fees. KCF will help with marketing the fund.
- Any fundraising events must be in one of the areas for which the project fund was established and KCF must be heavily involved, as they are the fiduciary.
- Used book sale funds will go directly to the library (not KCF)
- Currently creating:
 - Bookmark
 - Landing page and donation page (these are active)
 - Press release – will be looking for a quote from board member

Library Director Report

- Have acquired an EIN number with the IRS and UEN number with Sam.gov (for grants)
- Registered with Michigan Treasury
- Working on used book sale – Aug 28
- 6th grade orientation Wednesday
- Have a 13-member book club

- Registered for UPRLC conference (Marquette), and Michigan Library Association conference in Novi
- Web changes done (changing name to HADL). Some changes on PLDL site in progress
- Superiorland can do a mass patron email introducing the new library
- About halfway done with adding township patrons
- PLDL unable to provide substitutes at this time. The library may have limited hours on some occasions.
- Internal financial controls – At this point, limited financial responsibilities for HADL – lost/damaged books, memberships, copies

Old Business

- Potential changes to library agreement
 - Discussion tabled until after the millage

New Business

- Open meeting act review
 - Need list of meeting dates for the year (3rd Monday) – Bonnie to update website
 - Discussion whether one can attend remotely – the Open Meetings Act says no.
- Bylaws review
 - Moved by Whitney, seconded by Jillian to approve the bylaws. Unanimously approved.
- Credit card policy
 - Moved by Ruth, seconded by Carolyn to approve credit card policy. Unanimously approved
- Moved by Whitney, seconded by Dean to authorize Superior National Bank to hold library funds. Unanimously approved
- Insurance
 - Ruth and Carolyn appointed as insurance committee.
 - Bonnie will see what, if anything, the PLDL contract covers.
- Donor thanks and prospective donor
 - The Hancock Rotary Club has provided a \$250 donation for the library. Jillian will send a thank-you.
 - Dean will follow up with the city regarding the potential \$20,000 donor
- Millage
 - Ruth will contact Houghton County re: taxable values

- Internal Financial controls
 - Already discussed. Most doesn't apply currently
- Checklist for opening a library – have covered some of this already. Others in progress.
 - Carolyn will send the library approval document and the district map to the township treasurers
 - Dean will set up a Google workspace
 - Moved by Jillian, seconded by Ruth to purchase the domain hancocklibrarymi.org

Meeting adjourned at 7:07 pm.

Minutes approved 9/21/26