

1
2
3
4
5
6
7
8
9

**Leanna Hicks Library Board
Library Board Meeting Minutes
Thursday, March 19, 2026 at 6:00pm**

Leanna Hicks Public Library of Inkster
2500 Hamlin Drive, Inkster, Michigan 48141
Phone (313) 563-2822
Website: www.inkster.lib.mi.us

10 Board President: Akindele Akinyemi Board Vice-President: Dr. Hester Shoats
11 Board Secretary: Dr. Louise Edje Board Treasurer: Ruth E. Williams
12 Board Trustee: Carolyn Wilson Board Trustee: Sharron Tate

13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35

Library Director: Amisha Harijan

Call to Order - The meeting was called to order at 6:05 p.m. Eastern Standard Time (EST)..

Pledge of Allegiance - Everyone stood for the Pledge of Allegiance to the flag of the United States of America.

Roll Call - Present: Akindele Akinyemi, Dr. Louise Edje, Carolyn Wilson. Absent and Excused: Dr. Hester Shoats, Ruth E. Williams, and Sharron Tate.

Approval of Agenda - The agenda was approved as presented. However, due to the lack of a quorum this meeting was only for information.

Presentations – None.

Minutes

Approval of January 15, 2026 meeting minutes. There were no additions or corrections so the minutes were approved and placed on file.

Treasurer's Report - Approval of January 2026 expenditures in the amount of \$50,346.74. The treasurer report was approved and placed on file for audit.

Director's Report – Ms. Harijan presented a brief summary and report are as follows:

- Staff Updates -
- MERS Pension Plan
- Friends Support Staff Scholarship
- In-Service Day
- Budget Update

- 42 • Square
- 43 • Programs
- 44 • Policies
- 45 • Facilities & Grounds
- 46 • Director's Self- Evaluation (attached)

47 EMPLOYEES

48 There are two (2) Library Aide IIs who work 18 and 24 hours per week. Camille Jackson, MLIS was promoted to
49 Part-Time Librarian and works 30 hours per week. The two Student Library Assistants are no longer employees of
50 the library. There are three (3) staff members – all hold Level 3 Certification from the Library of Michigan.

51 **MERS Pension Plan** – I have retrieved all necessary documentation from the Library of Michigan regarding the
52 establishment of the library for MERS. The forms to adopt MERS as the Library's pension plan is attached (email
53 submission of report), and included in Board packet. Finalization is needed.

54 **Friends of the Leanna Hicks Public Library Support Staff Professional Development Scholarship (Friends SSPDS)** –

55 At the Friends of the Library last meeting, they unanimously voted to fund the Director's requested scholarship for
56 support staff's professional development! Their generosity of the full amount sought (\$500) to launch has already
57 been deposited into the library's account. I have asked Plante Moran (Sarah K.) to create a restricted fund for the
58 scholarship, and new accounts have been made. The initial \$500, and any subsequent funds for the scholarship,
59 will go to revenue account #672000 *Friends Staff Scholarship*. When related scholarship expenses are paid out,
60 account #984000 *Friends Staff Scholarship Expenditures* will be used.

61 Please note that Friends is not under obligation to fund the scholarship annually. They have expressed interest in
62 supporting the initiative on a year-by-year basis. Again, I am truly grateful for the generous show of support in
63 ensuring ongoing professional growth of our *core* library staff!

64 **In-Service Day** – I was unable to schedule a staff day last year due to low/understaffing conditions, but am
65 planning to do so this year. I would like to request approval for library closure on **one** of the following Saturdays:

- 66 • April 18
- 67 • May 2
- 68 • May 30

69 A Saturday will be ideal because it's a shorter operational day, all staff are scheduled, and Board Trustees are
70 more likely to be able to attend.

71 BUDGET

- 72 • E-Rate Reimbursement of \$4,410.92 has been received and deposit.
- 73 • State Aid Payments will begin being distributed March 1st.

74 SQUARE

75 SAM money management program will be replaced by Square. The cost of the equipment was \$1,273.06. TLN will
76 perform the setup, should go live within the week. Patrons will now be able to use a debit or credit card to pay for
77 cost-affiliated services: faxes, prints, copies, etc. Cash/coins will still be accepted. This service will definitely
78 resolve an inconvenience our community has addressed for quite a while.

79 PROGRAMS

80 Storytimes have reconvened and are being held at 4:30 on Wednesdays. A robust offering of activities for MLK Day
81 were provided. The Adult Winter Reading Challenge concluding with a few lucky participants who some cozy prizes
82 – see pictures on our Instagram. Blind Date with a Book was a cheeky offering for the week of Valentine’s Day. The
83 *Oh, Inkster!* Archival, Oral, and Written History Project continued with related programming and wraps up
84 February: Exploring Your Roots Navigating Ancestry.com, and the intergenerational program Tell Me (Almost)
85 Anything.

86 Spring Break activities are being finalized, and Summer Reading offerings are being planned.

87 *Calendars have received an overwhelming draw for excitement, pride and support. There have been several
88 inquiries into donating for the project!

89 POLICIES

90 We are receiving an uptick in requests for privately branded items to be added to and/or installed on library
91 property. Because we are government entity I caution against a practice of this nature. Even in the case of sizeable
92 monetary donations from organizations or corporations, the library needs to have a policy in place. Marketing of a
93 specific organization or corporation can result in an onslaught of competing requests. Also, the interpretations of
94 what the library supports may become an issue.

95 Reminders:

- 96 • (Draft prepared by Board President to be discussed) The **Earned Sick Time Act** went into effect for small
97 business/entities in October 2025. The completed policy is still needed from the Board. *(January 2026*
98 *meeting)*
- 99 • The request for a purchasing authority threshold financial policy is still needed for the library. *(December 2025*
100 *meeting)*

101 FACILITIES & GROUNDS

- 102 • Rose Pest Control has performed the initial service and the one-time 2-week follow up. Routine service will be
103 on a bi-monthly basis.
- 104 • An appointment with a plumber still needs to be made to complete the necessary alignment. The Water
105 Department attempted to switch the water meter, but informed me that a plumber needs to align the
106 adjoining fixtures prior to the new meter install. *(January 2026 meeting.)*

107 Trainings & Meetings

- 108 • Friends of the Leanna Hicks Public Library Meeting – January 22
- 109 • MiNDS (new directors) Meeting – February 3
- 110 • TLN Directors Meeting – February 11
- 111 • Michigan Public Library Director Meeting – February 13
- 112 • Library of Michigan Financial Management Class (ongoing bi-weekly)

- 113 • (C. Jackson - Librarian) MeL Training - Unearth Gale Resources: Enhancing Summer Reading Programs for
114 Middle Grades and Teens – February 19

115 Respectfully Submitted,

116 *Harijan*

117 Amisha Harijan

118 Following the Director and Trustees decided that April 18, 2026 would be the staff and trustee day. More
119 information will be provided at a later date.

120 **Committee Reports - None.**

121 **Friends Report**– The Friends of the Leanna Hicks Public Library reported that their next
122 meeting will be next Thursday and will be virtual.

123 **Unfinished Business.**

124 Discussion/Action: Updates on fencing and lighting around the Leanna Hicks Public Library
125 of Inkster. Mr. Williams has investigated the fencing and lighting.

126 **New Business**
127

- 128 1. Discussion/Action: MERS Uniform 457 Supplemental Retirement – the board agreed
129 when the Director was hired that MERS would be used. It was voted that this will start
130 from the date of hire. The discussion about the part-time hires was delayed. The
131 President and Treasurer will sign the paperwork. A motion for a lump sum for the date of
132 hire was supported.
- 133 2. Discussion/Action: Draft library policy for Earned Sick Time. Earned Sick Time policy was
134 discussed and adopted.
- 135 3. Discussion/Action: Board & Library Director Liability Insurance. Liability Insurance was
136 discussed but was tabled for more information.
- 137 4. Discussion/Action: Update on Former Library Director Retirement Plan Participation. The
138 previous Director inquired about a retirement plan and benefits to see if we owed her
139 anything. However, after investigations by the President, the board does not owe her.

141 **Public Comments - None**


142 **Board Communications** – It was announced that Trustee Shoats had loss her father and
143 arrangements have not been announced.

144 **Closed Session:** Library Board may enter into Closed Session in accordance with Public Act
145 267 of 1976, Michigan’s Open Meetings Act. There was no closed session.

- 146 ○ Next Library Board Annual Meeting: Thursday, March 19, 2026 at 6:00 p.m. EST.

148 **Adjournment**– The meeting was adjourned at 7:26 p.m. EST.
149

150
151 
152 _____
153 Louise Edje, Ed.D. Secretary

150
151 
152 _____
153 Akindele Akinyemi - President