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**Leanna Hicks Library Board  
Library Board Meeting Minutes  
Thursday, February 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](http://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

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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, Ruth E. Williams, Carolyn Wilson.

Absent and Excused: Dr. Hester Shoats and Sharron Tate.

**Approval of Agenda** - The agenda was approved as presented.

**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
- Square

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

## 46 EMPLOYEES

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

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

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

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

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

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

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

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

## 70 BUDGET

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

## 73 SQUARE

74 SAM money management program will be replaced by Square. The cost of the equipment was \$1,273.06. TLN will  
75 perform the setup, should go live within the week. Patrons will now be able to use a debit or credit card to pay for

76 cost-affiliated services: faxes, prints, copies, etc. Cash/coins will still be accepted. This service will definitely  
77 resolve an inconvenience our community has addressed for quite a while.

## 78 PROGRAMS

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

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

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

## 88 POLICIES

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

94 Reminders:

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

## 100 FACILITIES & GROUNDS

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

## 106 Trainings & Meetings

- 107 • Friends of the Leanna Hicks Public Library Meeting – January 22
- 108 • MiNDS (new directors) Meeting – February 3
- 109 • TLN Directors Meeting – February 11
- 110 • Michigan Public Library Director Meeting – February 13
- 111 • Library of Michigan Financial Management Class (ongoing bi-weekly)
- 112 • (C. Jackson - Librarian) MeL Training - Unearth Gale Resources: Enhancing Summer Reading Programs for  
113 Middle Grades and Teens – February 19

114 Respectfully Submitted,

115 *Harijan*

116 Amisha Harijan

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

119 **Committee Reports - None.**

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

122 **Unfinished Business.**

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

125 **New Business**

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

140 **Public Comments - None**

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

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

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

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

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Louise Edje, Ed.D. Secretary

  
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Akindele Akinyemi - President