

HARRISON DISTRICT LIBRARY - BOARD MEETING

Director, Bissonnette
Assistant Dir. Loomis
President, House
Treasurer, Foote
Secretary, Winters
Trustee Anderson
Trustee Hoyt
Trustee Wood

UNAPPROVED

Regular Meeting – Regular meeting on January 27, 2026.

Call to order: 9:30 am.

Roll Call:

President Nancy House: Present. Treasurer Rick Foote: Present. Secretary Mary Winters: Present. Trustee Debra Hoyt: Present. Trustee Rachel Anderson: Present. Trustee Diane Wood: Absent.
Library staff: Library Director Sheila Bissonnette: Present. Assistant Director Nick Loomis: Present.

Approval of consent agenda items: Treasurer Rick Foote made a motion to approve the consent agenda items. Secretary Mary Winters supported the motion: Ayes, all. Motion carried.

Director's Report:

Library Director Sheila Bissonnette provided an update on the migration to the new Integrated Library System (ILS), which is scheduled for February. Harrison District Library (HDL) will be closed on Thursday, February 26, to complete the implementation. Beginning February 19, the library will switch to manual checkout of materials. During the data migration period, from February 19 through February 26, the online catalog will remain accessible; however, patrons will not be able to place holds on items. The 2026 MACC Project Support Grant has been submitted for \$20,000. This funding will support performers for summer reading programs at partner libraries and help fund a fall 2026 author event. Author Craig Johnson has agreed to visit Clare County for an author event on Tuesday, October 13.

Old Business:

A. **Library update:**

Assistant Director Nick Loomis shared installation instructions for the email authentication process. Two-factor authentication will be enabled for all library email accounts at a future date, which has not yet been determined.

New Business:

- A. **Review/approval of the form 5583, application for a waiver for our defined benefit pension plan (MERS):** Secretary Mary Winters made the motion to approve the form 5583m application for a waiver for our defined benefit plan. Trustee Deb Hoyt provided support for the motion. Ayes all Motion carried.

Public Comment: No public comment.

Questions and comments from board members: Secretary Mary Winters asked whether the library could offer training on phone usage and applications for the ladies' group at her church. Assistant Director Nick Loomis offered to give a presentation to the group in March. Trustee Rachel Anderson shared information about recent changes at the Post Office that have affected the timing of local mail delivery. Trustee Deb Hoyt shared information about an author from Owosso who wrote a book titled *No Shy Colleen: Stories of Irish American Women in the 19th and Early 20th Centuries*.

Adjournment: Treasurer Rick Foote made the motion to adjourn. Trustee Rachel Anderson provided support. The December 23, 2025, meeting was adjourned at 10:05 a.m.

The next meeting will be on February 24, 2026 at 9:30 am

Library Director, Sheila Bissonnette