

Albion District Library Board of Trustees  
Elsie Munro Room, Albion District Library  
Minutes 6.17.14

Present: Pheley, Arndts, Kondelik, Barnes, Kocher, Boyd, Bearman

Also: Cindy Stanczak – Deputy Director  
Joe Domingo – Albion Mayor  
Kate Pohjola-Andrade – Woodlands Director

Public Participation: none.

The meeting was called to order at 6:02 pm by President Pheley.

1. Agenda reviewed, no changes.
2. Minutes from June reviewed and approved.  
May 12 General Meeting: Item #3 This was a roll-call vote. We will check the original notes to update this.  
May 20 Emergency Meeting  
May 27 Special Meeting

No other changes were recommended to the minutes.

### Reports

3. Deputy Director: Statistic Reports are delayed. Brought written report of events in May and June 2014
4. Children's Room, and Local History Room reports reviewed and approved.
5. Financial Report: 5/1/14-5/30/14. Note: Otis Elevator check was returned, reissue this in the future.
6. Revenue/Expenditure reports: These will have to be corrected, to account for non-reimbursed charges (no receipts). ADL is still in discovery stage. We will consider the validity of the report on June 17, the best known on this date balance sheet for City of Albion. Barnes moved, Arndts supported to approve this balance sheet for fund 271. Passed Yes: Pheley, Arndts, Boyd, Kocher, Barnes, Kondelik, Bearman.

### Old Business

7. Update on investigation. Court date for Karen Kuhn is July 3 in the morning. Cindy Stanczak and Paula Pheley were subpoenaed.  
Pheley prepared an update.
8. Motion by Boyd, 2<sup>nd</sup> by Kondelik: Deny vacation and protest unemployment for Karen Kuhn based on attorney Patrick White's legal opinion per this employee's contract with ADL.  
Yes: Pheley, Arndts, Boyd, Kocher, Barnes, Kondelik, Bearman. Passed.

9. Cindy Stanczak wanted to clarify who approved credit card charges. It is our Treasurer or other board member.

10. Policy workshop report: written report by Cindy Stanczak. Correct the credit card issuance and use policy to XXI. Kondelik would like to bring up an issue: all employees are hourly, none salary. They could then not advocate for the library on off-times if they are salaried. This may not be accurate, we should consider some salaried employees. Kondelik also mentioned Board orientation for new Board members.

11. Process Workshop report: written report.

Motion from Arndts, 2<sup>nd</sup> by Kondelik to move forward in hiring someone with expertise to help ADL in the transition period. Motion passed.

E-mail from Marianne Hertzell was printed and presented offering to waive professional fees in finding a permanent ADL director.

Motion: Bearman moved to accept the offer stated in the email from June 16, 2014. Boyd 2<sup>nd</sup>. Discussion: We need to determine timeline, update job description. Yes: Kondelik, Bearman, Pheley, Arndts, Boyd, Kocher, Barnes. Motion passed.

12. Financial workshop report: “Key Takeaways and Trends”  
Also: a sheet summarizing potential losses from funds: \$15,718.16

Banking: Chemical, Homestead, MBS – need updated signatures.

Motion moved by Barnes, Boyd support: signatories for the three banks are Cindy Stanczak, Maurice Barnes, Kim Arndts.

Yes: Kondelik, Arndts, Boyd, Barnes, Pheley, Kocher, Bearman. Motion passed.

Also need to add Cindy Stanczak as the primary person on the Sam’s Club membership card. Arndts moved. Barnes supported. Yes: Arndts, Boyd, Kondelik, Barnes, Pheley, Kocher, Bearman. Passed.

Motion: Maurice Barnes has authority to transfer funds from Chemical Bank to Homestead Bank from the join City pooled funds. Boyd moved, support by Arndts. Yes: Arndts, Boyd, Kondelik, Barnes, Kocher, Pheley, Bearman. Motion passed.

13. Geek the Library Program: Oral report. Friends of the library may offer to finance it. Staff is in support. Launch March 2015. We would have a year to use the supplies. Must wrap up 6 months prior to November 2016 (our millage vote).

14. Community Big Reads Event: Sept 2015-June 2016 was reviewed by Arndts, and we are applying for a grant.

Barnes moved, Boyd supported to adjourn. Passed. Adjourned 8:35pm

Respectfully submitted,  
Bearman/smj