

Albion District Library Board of Trustees
Elsie Munro Room, Albion District Library
Minutes 11.18.14

Present: Pheley, Arndts, Kondelik, Barnes (left at 6.41pm for other meeting), Boyd, Bearman, Zblewski

Absent: Ann Perrigo – Interim Director

Also: Cindy Stanczak – Interim Director
Seth James – Administrative Assistant

Public Participation: none.

The meeting was called to order at 6:00 pm by President Pheley.

1. Changes to Consent Agenda: LHR report and stats removed from consent agenda and moved to regular agenda. Friends of the ADL minutes not available. Arndts moved to approve consent agenda as changed, Bearman 2nd. Passed.

2. Stats and LHR report reviewed. Bearman moved to approve stats and LHR report. Boyd 2nd. Passed.

3. Finance report reviewed. Discussion. Typo on page two – Dollywood date should be 10/10/14 not 0/10/14. Arndts moved to approve finance report. Bearman 2nd. Roll call vote: Arndts, yes; Bearman, yes; Kondelik, yes; Barnes, yes; Boyd, yes; Zblewski, yes; Pheley, yes. Passed.

Old Business

4. Position of Library Director: Pheley reports that Karen Kuhn received 3 years' probation at the sentencing. The money is to be paid in full. All property is in 45 day holding until Karen Kuhn has had a chance to appeal her sentence.

5. Position of Library Director, Cindy Stanczak: Barnes moves to give Stanczak a 6-month interim contract with monthly to bi-monthly evaluations. Salary of \$55,000.00/yr. Discussion. Barnes' move, Bearman 2nd. Roll call vote: Kondelik, Yes; Barnes, yes; Boyd, yes; Arndts, yes; Zblewski, yes; Pheley, yes. Passed.

6. Insurance: 4 employees have opted-in, 2 have opted-out.

7. Close on Sunday: Stanczak suggests closing on Sunday as a cost-saving measure. Estimated savings is \$8000 in Part Time hours and utilities. Zblewski suggests alternatives – closing on Sunday only through Winter months? Motion to close the library on Sundays for the Winter starting December 1st. Zblewski moved, Boyd 2nd. Passed.

8. 2015 Budget: Stanczak says ADL is losing QSAC certification. Voluntary program. No impact on budget. Discussion. Move to approve budget as stands from Kondelik, Zblewski 2nd. Roll call vote: Boyd, yes; Arndts, yes; Zblewski, yes; Bearman, yes; Kondelik, yes; Pheley, yes. Passed.

9. Policy Changes: Unattended child policy. New policy would raise age of children who need caregivers present from 8yrs to 9yrs. Ages 10-12 may be unattended. A caregiver must be 16yrs or older. 10-12 year olds may come with a caregiver present in lieu of having privileges revoked. Motion to approve changes to unattended child policy from Boyd, Bearman 2nd. Passed.

10. Policy changes: Loan Fine-Rate Policy. Extension of grace period from 1 day to 3 days. DVD loan limit from 10 to 5. Arndts moved to approve changes to Loan and Fine-rate policy. Boyd 2nd. Passed.

New Business:

11. Unique Management. A new collections agency who uses the “gentle nudge approach.” Patron good-will is their top priority. Board approves using Unique Management. No vote necessary, Director discretion.

12. Benefits policy: New policy gives more flexibility. A benefits package will be presented to employees each year, with open enrollment between a period of time for employees. Stanczak will check FMLA requirements. Holidays: Stanczak suggests removing floating holidays of Good Friday and Black Friday. Motion to simplify policy as stated for benefits by Arndts, Boyd 2nd. Passed.

13. 2014 budget reconciliation. Stanczak suggests liquidating \$3300.79 from Dolly Parton savings account in Chemical Bank. She suggests emptying Chemical Bank accounts and putting the money in Homestead. Discussion. Stanczak will check with Tom Mead at the City to see if Chemical Bank can be used to issue checks. Motion from Zblewski for ADL to establish new checking account. Arndts 2nd. Roll Call Vote: Bearman, yes; Kondelik, yes; Boyd, yes; Arndts, yes; Zblewski, yes; Pheley, yes. Passed.

14. New Credit Card: Stanczak suggests 1 main credit card with \$2,000.00 limit, and 2 secondary cards with \$250.00 limit. Zblewski moved to establish new credit cards with provider Capital One Spark Select for Business, Kondelik 2nd. Roll call vote: Arndts, yes; Boyd, yes; Kondelik, yes; Bearman, yes; Zblewski, yes; Pheley, yes. Passed.

15. Next meeting – Stanczak to contract Board members to confirm December 9th.

16. Kondelik moved to adjourn. Zblewski supported.

Adjourned 8:55 pm

Respectfully submitted,
James