

Albion District Library Board of Trustees
Elsie Munro Room, Albion District Library
16 November 2017

Present: Seidl, Arndts, Roberts, Behling, Brown, Grant, and Stanczak
Absent: Gilg

The meeting was called to order at 6:03pm by President Arndts.

Consent Agenda

1. Motion to amend the consent agenda to include a discussion of the December meeting after the discussion agenda by Brown, 2nd by Behling. Accepted.
2. Motion to approve the consent agenda by Roberts, 2nd by Grant. Accepted.

Discussion Agenda

3. Finance committee recommended the approval of the account balance and check disbursement reports. Brown, yes; Seidl, yes; Arndts, yes; Grant, yes; Roberts, yes; Behling, yes. Accepted.
4. Board discussed the Accounting Services proposal. Although she did not send out a CFP, the director sought proposals from multiple firms by phone; those attempts yielded a single proposal. The Board requested that in the future the director create a paper trail of her attempts to secure proposals. The board reviewed the Bond & Company proposal, its internal employment options, and the option of remaining with the City.
5. Motion to authorize the director to request a one-year contract from Bond & Company, based on their estimate dated 8 November 2017, for no more than \$12,000 with the option for a second year at no more than \$12,000 by Brown, 2nd by Grant. Accepted.
6. Motion to authorize the director and chair of the Finance Committee to sign a contract with Bond & Company within the parameters established by the previous motion by Brown, 2nd by Grant. Seidl, yes; Arndts, yes; Grant, yes; Roberts, yes; Behling, yes; Brown, yes. Accepted.
7. Motion to direct the Personnel Committee and the director to review and revise the evaluation form/process to reflect current procedures by the end of the 2017 year and to put form/procedures on the January agenda by Roberts, 2nd by Seidl. Accepted.
8. Board discussed the 2018 benefits package. Personnel Committee recommended that the Board adopt the 2018 Employee Benefits Package. Accepted.

Board comments.

1. No board comments.
2. Motion to adjourn by Seidl, 2nd by Behling. Accepted. Meeting adjourned at 7:48pm.

Next meeting 12/21/17.

Respectfully submitted,
Jess Roberts (standing in for Gilg as secretary)