

**Albion District Library Board of Trustees**  
**Naomi Lane Room, Albion District Library**  
**August 16, 2018**

Present: Gilg, Arndts, Brown, Roberts

Excused: Seidl, Raffail, Grant

Ex-Officio: Director Stanczak

Meeting called to order by President Gilg at 6:01 PM

Public Comment: None

**Approval of Agenda**

1. Amendments to agenda: Add Woodlands Library Co-op report. Motion to approve agenda by Roberts, 2<sup>nd</sup> by Brown. Motion Carried.

**Consent Agenda:**

2. Motion to approve consent agenda by Arndts, second by Roberts. Motion Carried.

**Discussion / Action Agenda – Old and New Business**

3. *Statistics:* A glitch in the website for the people counter has been discovered, and is being addressed.
4. *Financial Review:* Reports reviewed by Director Stanczak. Reports that there is a slight problem with printing from Quickbooks. Help desk has been called, and issue is being worked on. Motion to accept financials by Roberts, 2<sup>nd</sup> by Brown. Roll call vote, Gilg Y, Arndts Y, Brown Y, Roberts Y. Motion carried.
5. *Policy Report:* Committee met and by-laws revision has been completed. Will be presented to full board for vote at September meeting.
6. *Personnel Committee:* Met on August 10. Four goals were set for the director; 1. Cindy has met the 70% director only functions (as seen through the dashboard graphic). This is due in large part through the addition of the Office Coordinator Teresa Pienta to the team.
  2. Develop facilities triage. Cindy has met this goal providing a strategic plan for updating building with help from the facilities committee.
  3. Cindy has been researching, and watching the causes of low patron usage through web programs, and staff assistance. She will meet with President Gilg to discuss ways and means to bring patrons back to library, to present to board.
  4. The goal of staff evaluations is still on going, and will complete a summary of this process by the end of the year.
7. *Finance Committee:* To meet in September to review next budget. Handouts of the Financial Report, and Audit were passed to each board member.
8. *Audit Review:* Bill Tucker from S,K,&T CPA reviewed the audit for the board. Motion to accept Audit by Roberts, second by Arndts. Roll call vote: Gilg Y, Brown Y, Arndts Y, Roberts Y. Motion carried.
9. Director Update: Discussion of Friends/AAUW book sale logistics. Duct work of the LHR HVAC is now insulated. HVAC filters are being changed monthly due to road work dust. DPIL Endowment/ACF: Work continues to finalizing the transfer of the DPIL funds to the ACF. We were not awarded the PAR Plan Risk Reduction Grant to re-key Library.

**Board Comments:** Jess Roberts reminds that the Big Read kickoff is September 29.

Next board meeting September 13, 2018 6:00 PM

Motion to adjourn by Gilg, seconded by Roberts. Meeting Adjourned at 7:50 PM