

**Albion District Library Board of Trustees  
Naomi Lane Room, Albion District Library  
June 21, 2018**

Present: Gilg, Arndts, Seidl, Brown, Grant, Roberts, Rafail  
Ex-Officio: Director Stanczak  
Public: Tim Krause, Executive Director of the Albion Community Foundation

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

**Approval of Agenda**

1. Amendments to agenda: None. Motion to approve agenda as presented by Roberts, second by Arndts. All vote yes. Motion Carried.

**Consent Agenda:**

2. Motion to approve consent agenda by Brown, second by Arndts. All vote yes. Motion Carried.

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

3. *Statistics:* Still seeing decline in patronage. Motion to accept by Roberts, 2<sup>nd</sup> by Arndts. All vote Yes.
4. *Financial Review:* Seidl reviewed check disbursement, profit & loss report, and balance sheet. Motion to accept Financials by Rafail, 2<sup>nd</sup> by Arndts. Roll call vote, Gilg Y, Arndts Y, Seidl Y, Brown Y, Grant Y, Roberts Y, Rafail Y. Motion carried.
5. *Facilities Report:* Due to the cotton wood trees, the filters on the roof HVAC units have to be replaced monthly rather than quarterly, causing an unexpected expense. This will be reassessed in the fall. The 20 ton unit that services the adult room/1<sup>st</sup> floor is getting old and needs to be replaced in the not too distant future. No motion needed.
6. *Committee update:* Policy committee to meet 3 times. Personal committee to meet in July to review director mid-term evaluation. Finance committee reports that City of Albion owes us money from divesting our account from theirs. Awaiting audit to complete for that figure. No motion needed.
7. *Special work session review:* Tim Krause from the Albion Community Foundation (ACF) spoke to how best to manage our Dolly Parton Imagination Library Endowment. ADL will invest the monies (\$250K) that matured in June from 2 CD's with ACF to improve our return from that investment. Motion to invest with ACF made by Seidl, 2<sup>nd</sup> by Rafail. Roll call vote, Gilg Y, Arndts Y, Seidl Y, Brown Y, Grant Y, Roberts Y, and Rafail Y. Motion carried.

**Director Update:**

Study done on hours of operation finds Library being open on Sunday is not the best use of staff time due to poor attendance. Suggests opening earlier M-TH, and Sat. would be better use of time. Due to Library only recently (less than 6 mo.) reinstating Sunday hours, the trustees suggest review this issue after Sunday hours have been in operation for a full year.

**Board Comments:** None

Next board meeting July 21, 2018 6:00 PM

Motion to adjourn by Rafail, seconded by Arndts. All vote yes.

Meeting Adjourned at 7:19 PM