

**Albion District Library Board of Trustees  
Naomi Lane Room, Albion District Library  
November 15, 2018**

Present: Arndts, Brown, Roberts, Seidl, Grant, Rafail

Excused: Gilg

Ex-Officio: Director Cynthia Stanczak

Meeting called to order by Vice President Arndts at 6:00 PM

Public Comment: Library staff, and public present to speak about reallocating Sunday hours due to lack of use by public. Speakers: Teresa Pienta, Linda Meeks, Therese Cornell, Kaisha Simpson, Jamie Bernard (via letter), Pattie Bartel (via letter), and Jerrica Sims (via letter), all spoke to this issue.

**Approval of Agenda**

1. Amendments to agenda: NONE. Motion to approve agenda by Roberts, 2nd by Seidl. All vote yes. Motion Carried.

**Consent Agenda:**

2. No changes to Agenda. Motion to approve consent agenda by Grant, second by Brown. All vote yes. Motion Carried.

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

3. Statistics: Discussion on 2019 Hours of Operation. The new Apollo ILS was able to provide statistics on circulation by day of week and hour of day closing. Discussion of closing library on Sundays, and extending hours M-TH and Sat. Staff has observed that public is waiting outside front doors for library to open in mornings. Proposal to open hour earlier (9am-8pm) M-TH, and from 10am-5pm on Saturday. Vote is tabled until December 13 meeting so Director can research cost in terms of building operations and personnel.

4. Financial Review: Reports reviewed by James Seidl. Profit and Loss, Balance Sheet, Check Detail. Motion to accept financials by Grant, 2nd by Roberts. Roll call vote, Arndts Y, Brown Y, Roberts Y, Seidl Y, Grant Y, Rafail Y. Motion carried.

5. Elevator Project: Bids by 4 contractors will be opened and reviewed by Facilities Committee in work session on Sunday, November 18, 2018, at 1:30pm. President Gilg will be present, and ADL board has authorized her and Director Stanczak to accept and sign a contract up to \$80,000. As project must be completed before June 2019, President Gilg and Director Stanczak are also authorized to sign necessary contracts to complete project as soon as possible. Motion to accept Finance Committee terms by Roberts, Second by Seidl. Roll call vote: Arndts Y, Brown Y, Roberts Y, Seidl Y, Grant Y, Rafail Y. Motion carried.

6. Director's Report: The Grant application to the Albion Community Foundation's Fund for

Greater Albion was accepted to support a collection 6 mobile hot spots for a period of two years. Five will be circulation to the public and one will be reserved for programming support.

The Friends of ADL received our wish list and funded all we asked for with a few modifications. They would rather we purchase a new television instead of a refurbished one as was proposed, and funded \$1,500 for 2019 Summer reading program, with an addition \$500 if there is a specific additional, more-pricey, space-themed event planned.

Facilities: All HVAC units and furnace have been serviced, roof drains and gutters cleaned. Replacing the awning over rear (employee) entrance will be pushed back to 2019.

Meeting adjourned at 7:30 PM