

**Albion District Library Board of Trustees  
Naomi Lane Room, Albion District Library  
September 27, 2018**

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

Excused: Rafail

Ex-Officio: Director Cynthia Stanczak

Meeting called to order by President Gilg at 6:00 PM

Public Comment: None

**Approval of Agenda**

1. Amendments to agenda: NONE. Motion to approve agenda by Seidl, 2nd by Roberts. 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: School being back in session, library usage has increased. Apollo (our ILS) now offers an auto-renewal for items checked out, and late. Cindy will check into whether this is a viable option. Motion to approve by Seidl, 2nd by Roberts. All vote yes.

4. Financial Review: Reports reviewed by James Seidl. Profit and Loss, and Check Detail reports condensed to a one column format suggested by Director Stanczak. Motion to accept financials and change to reports by Roberts, 2nd by Brown. Roll call vote, Gilg Y, Arndts Y, Brown Y, Roberts, Seidl Y, Grant Y. Motion carried.

5. Policy Committee Report: Committee met and By-laws revision has been completed. Presented to board, changes read. Motion to accept changes to Board By-laws by Seidl, 2nd by Grant. Roll call vote, Gilg Y, Arndts Y, Brown Y, Roberts, Seidl Y, Grant Y. Motion carried.

6. Personnel Committee: No updates. Director Stanczak still waiting for BC/BS rate information.

**FY 2019 Budget Hearing**

7. Opened Budget Hearing for FY 2019 Budget. Director Stanczak recommends and requests move to Cost Center Budgeting model, which she has had training on. Treasurer Seidl agrees. ADL board discussed revisions noted by Director Stanczak to budget since the work session on September 13.

8. With no public present, Budget Hearing closed at 6:30pm. FY 2019 Budget Resolution read by Director Stanczak. Motion to adopt FY 2019 Budget by Seidl, 2nd by Brown. All voting

yes: Gilg, Seidl, Arndts, Brown, Roberts, Grant. All voting No: None. Motion carried.

9. Budget Resolution signed by President Carolyn Gilg and Secretary Victoria Brown.

### **Return to Old and New Business**

10. Facilities Committee: Recommends following items be placed first on priority list;

- Landscaping - to be updated, and maintained for around \$3,000 per year
- Elevator repair - Cost about \$80,000 and 4-6 weeks to complete
- Re-Key all doors (grant for which was denied)
- Replace all Cloth Furniture with Vinyl or Wood (current furniture is circa 1970s) so that it easier to clean and maintain
- Replace Ash Street sidewalk and install movable barrier to handicap ramp.
- Lighting ballasts cannot accept LED lights due to their age. Fixtures will need to be replaced in approximately 70% of building.

11. Director Update: Corrective Action Plan was properly filed with the State. Correction action will be to ask auditors to not move any revenue pass-through to Homer Public Library from the LSTA funds back to a previous fiscal year. Still waiting for response from Albion Community Foundation on a grant application to purchase and circulate mobile hotspots.

Next board meeting October 18, 2018 at 6:00 PM.

Motion to adjourn by Gilg, seconded by Roberts. Meeting Adjourned at 7:45 PM