

**Albion District Library Board of Trustees**  
**Naomi Lane Room, Albion District Library**  
**December 19, 2019**

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

Trustees Absent: None

Ex-officio: Director Stanczak

Public Present: Teresa Pienta, Bill Gatz, Stacy Gatz from Friends of ADL

Meeting called to order by President Gilg at 6:04 PM

**Public Comment**

Comments from Teresa Pienta and Stacy Gatz.

**Approval of Agenda**

1. Amendments to agenda: None. Motion to approve agenda by Roberts, second by Seidl. All voice vote Aye. Motion Carried.

**Consent Agenda**

2. No changes to Consent Agenda. Correction on spelling noted by Rafail. Motion to approve Consent Agenda by Brown, second by Seidl. All voice vote Aye. Motion Carried.

**Discussion – Old and New Business**

3. No questions pertaining to department reports. Statistics shows continued decrease in borrowing, active cardholders, and visitors. Director elected to drop library subscription to Ancestry.com due to lack of public use/interest.

4. Financial Statement Review: Reports reviewed by James Seidl.

Balance Sheet: Not much change. Proposed Board discussion of creating reserve funds for building maintenance and technology.

Profit & Loss: Budget amounts reflect July 2019 budget amendment (see New Business for proposed December 2019 budget amendment).

Check Detail Report: Nothing outstanding.

Motion to accept financial statement review by Roberts, second by Grant. Roll call vote: Gilg-yes, Arndts-yes, Seidl-yes, Roberts-yes, Rafail-yes, Grant-yes, Brown-yes. Motion carried.

5. Policy Committee: Memo by Roberts on ADL borrowing policy proposed update provided in packet.

Motion to approve policy changes as amended by Rafail, second by Roberts. Roll call vote: Gilg-yes, Arndts-yes, Seidl-yes, Grant-yes, Rafail-yes, Roberts-yes, Brown-yes. All vote yes. Motion carried.

6. Closed Session

The Library Director requested a Closed Session under the Open Meetings Act (Section 15.268

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(a), P.A. 267 of 1976, as amended) to consider the dismissal, suspension, disciplining of, or to hear complaints or charges brought against, or to consider a periodic personnel evaluation of a public officer, employee or staff member of individual agent, if the named person requests a Closed Hearing.

Motion to close by Arndts, Seconded by Roberts. All voice vote Aye. Session closed at 6:49 pm. Motion to return to open session at 7:53 pm by Seidl, 2nd by Grant. Voice vote all aye.

7. Personnel and Facilities committees have nothing to report this session.

8. Director's report: Provided in the meeting packet.

**New Business**

9. FY 2019 Budget Amendment #2

Explanation by Treasurer Seidl and Director Stanczak. Motion to approve FY 2019 budget amendment #2 by Seidl, second by Brown. Roll call vote; Gilg-yes, Arndts-yes, Seidl-yes, Grant-yes, Raffail-yes, Roberts-yes, Brown-yes. All vote yes. Motion carried.

**Public Comment**

None

**Board Comment**

The Albion District Library offered a fond farewell to Jess Roberts, and thanked her for her years of service to the Board, and Library. Presentation of Service Recognition Certificate.

**Adjournment**

Motion to adjourn Roberts, second by Brown at 8:03 PM. Meeting adjourned.

Next (annual) meeting on January 23, 2020 6:00 PM in Elsie Munro Room.