

**Albion District Library Board of Trustees**  
**Naomi Lane Room, Albion District Library**  
**January 17, 2019**

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

Excused: Roberts

Ex-Officio: Director Cynthia Stanczak

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

Public Present: Dave Atchison, Albion Mayor; Allen Henson, ADL/Class III Representative to the WLC Governing Board

Public Comment: Mayor Atchison introduced himself to all the board present, and explained he wished to experience a Library Board meeting.

**Approval of Agenda**

1. Amendments to agenda: Motion to approve amended agenda by Rafail, second by Seidl. All vote yes. Motion Carried.

**Consent Agenda:**

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

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

3. Statistics: Local history room hours extend on Saturdays in keeping with change in Library hours. People counter stopped working in September 2018. After trying multiple replacement devices, a thermal people counter has been ordered to be installed the weekend of January 18, 2019. Apollo circulation statistics shows patron usage of materials has increased. 6 WIFI hotspots have been purchased with grant money from the Albion Community Foundation's Fund for Greater Albion. 5 will be available for patrons to borrow, and 1 for use by library staff during outreach programming.

4. Financial Statement Review: Reports reviewed by James Seidl. 1 correction on check # 1326. Will be removed to next month's statement (for next month's insurance). Profit and Loss, Balance Sheet, \$60K added to FY 2018 Budget at year-end amendment to cover Elevator modernization has yet to be dispersed; invoice coming shortly. Motion to accept financials by Seidl, second by Rafail, Roll call vote, Gilg Y, Arndts Y, Brown Y, Grant Y, Seidl Y, Rafail Y. Motion carried.

5. Committee Updates: Facilities met last month to consider elevator bids. Awarded to Otis. Nothing new for Policy. Personnel met to discuss 2019 goals for Director Stanczak. An AD HOC committee will be formed to assist in planning events for the library centennial. Seidl suggested setting up a capital improvement fund for save funds for known facility projects (HVAC and furnace replacement, roof replacement, exterior painting, etc). Motion to adopt by

Seidl, second by Arndts. Roll call vote, Gilg Y, Arndts Y, Brown Y, Roberts Y, Seidl Y, Rafaill Y. Motion carried.

6. Meeting of 2018 Board of Trustees closed at 7:05 PM.

7. Meeting of the 2019 Board of Trustees convened at 7:06 PM. Election of officers: all current officers agreed to continue with their current positions. President: Carolyn Gilg, Vice President: Kimberly Arndts, Treasurer: James Seidl, Secretary: Victoria Brown.

A special ballot was held to have James Seidl remain as Treasurer another term. Motion made by Rafaill, second by Grant. All voted yes, motion carried.

8. Committee chair will continue with no changes. Chairs will seek out additional members and report to board.

Policy headed by Jess Roberts, with Dixie Grant and William Rafaill as members.

Finance headed by James Seidl, with William Rafaill as members.

Personnel headed by Kim Arndts, with Carolyn Gilg and Vickie Brown as members.

Facilities headed by Carolyn Gilg, with William Rafaill as members.

Ad Hoc to be formed to assist with the Centennial celebration this year.

Allen Henson represents Albion District Library to the Woodlands Library Cooperative Governing Board.

9. Director Contract. Director did not request a closed session. Director Cynthia Stanczak's contract is reviewed, and following changes will be made to new contract:

- Contract to renew every 2 years instead of every year after this year. This year's contract will end on 3/1/2020. Following contract term shall run 4/1/2020 through 3/31/2022.
- Salary compensation shall be increase 3.2% for the remaining contract of 3/1/2019 to 3/31/2020. Board will review salary increase for the 2020-22 contract in February 2020.
- ADL Board President will have authority to sign contract when it is drafted in full.

Motion to accept Director's contract by Rafaill, second by Seidl. All vote yes. Motion carried.

10. Director Goals. The goals set forth by the board for 2018 were reviewed, found that all goals were met in a timely fashion. Goals for coming year will include a documented process for employee evaluation. She will also lead the creation of a 3-year strategic plan that focuses on 1) facilities planning, 2) addressing patron loss/circulation decline, and 3) creating a plan for management of library resources.

11. Director update:

- Facilities - carpets and upholstery cleaned. Hard surfaces and blinds to be cleaned in January.
- Elevator Project - is on pace for a March completion rate. Received quotes from

electrician , fire/security company, and HVAC unit. Quote for new phone system in process.

- Minimum wage: An increase passed the legislature and our casual pool will see a \$0.20 increase per hr in 2019. It will increase again to \$9.65 in January 2020, with small increases each year to 2030.

12. Auditor Firm Selection. Of the audit firms contacted for quotes, only two responded. Of those two, Director Stanczak recommended Gabridge & Co be retained for our FY 2018 audit due to the thorough proposal packet and year-round support offered with the service at no additional charge. Motion to accept new audit firm by Grant, second by Arndts. All vote yes.

13. Board Meeting Schedule. Board has agreed to move meeting dates to the 4th Thursday of each month with the exception of July, November, and December 2019. Dates are as follows: February 28, March 28, April 25, May 23, June 27, July 18, August 22, September 26, October 24, November 21, December 19, and January 23. 2020.

Motion to accept new Board meeting schedule by Grant, second by Arndts. All vote yes. Motion carried.

14. Employee Assistance Program (EAP). Discussion to make this available to all employees. Board agrees this is a good thing and small expense. Motion to accept by Brown, second by Grant. All vote yes. Motion carried.

Public Comment: Allen Henson had nothing to report from the Woodlands Library Cooperative at this time.

Board Comment: None.

Meeting adjourns at 7:41 PM