

**Albion District Library Board of Trustees**  
**Naomi Lane Room, Albion District Library**  
**February 27, 2020**

Trustees Present: Gilg, Arndts, Seidl, Brown, Rafaill, Grant, Koehn

Trustees Absent: None

Library Director Cindy Stanczak

Public Present: Bill Gatz, Stacy Gatz from Friends of ADL; Lynn Schfield-Dahl,

Teresa Pienta; Dr. Wesley Dick from NAACP

Meeting called to order by President Gilg at 6:05pm

**Public Comment**

- Dr. Dick met with Cindy Stanczak about how the Martin Luther King Jr. holiday should be observed like other holidays by closing the library for the day since it is a significant holiday. Currently the holiday is a paid holiday for staff, but the library remains open to the public.
- Stacy Gatz of Friends of ADL updated board as to the chili fundraiser on March 17th from 5-7pm. It has been heavily promoted and they're hoping for a good turn out. The Theme is "Increasing Readership. Annual "Non Ball" fundraiser to be held on April 31. Also fund raising is being done to upgrade/replace furniture in the children's room. Friends has won the Friends of Michigan Libraries (FOML) Merit Award for small libraries (serving less than 12,00 residents), plans to take out a newspaper ad to thank all the partnerships that made this possible. The next Friends of the Library meeting is scheduled for March 9th.

**Approval of Agenda**

Amendments to agenda: None. Motion to approve agenda by Rafaill, second by Brown. All vote aye. Motion Carried.

**Consent Agenda**

No changes to Consent Agenda. Motion to approve Consent Agenda by Gilg, second by Grant. Note by Director Stanczak that the increase in circulation statistics in January is largely in part to the implementation of auto-renewal, which is being tracked separately internally. All vote Aye. Motion Carried.

**Old Business**

Financial Statement Review by Treasurer Seidl, including check detail, balance sheets for December and January, profit and loss reports. Note by Treasurer Seidl that there is always more expenditure than revenue in the early months of the year due to when our tax revenue arrives.

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Motion to accept statement by Rafaill, second by Brown. All Ayes, motion carried.

**Committee Reports**

Facility Committee has not met.

Personnel Committee tabled meeting due to closed session.

Finance Committee will not meet until June or July due to property tax and to consider budget amendments.

Policy Committee has not met.

**New Business**

Fund Balance Policy: Initially presented at the January meeting for discussion and consideration, the draft policy was presented by Treasurer Seidl for adoption. Motion to adopt by Seidl, second Arndts. Approved, motion carried.

Designated Fund Balance Resolution: A formal resolution was read aloud by Vicki Brown to commit funds to two designated fund accounts (Building Maintenance, Technology). The resolution was offered by Brown and seconded by Seidl. All ayes. Resolution declared adopted.

Homer Library Reciprocal Agreement: Function in use since the creation of the library district in 2007 as part of the district library agreement, no record of the formal agreement has been found. Director Stanczak presented the agreement to the Board for formal approval. A signed copy will be sent to Homer Public Library. Motion to update by Seidl, second by Rafaill. All ayes, approved.

MLK Day Holiday Closure: Director Stanczak recommended adopting MLK Jr Day as a paid holiday beginning 2021, during which the library will be closed. As paid holidays are documented in the Personnel Handbook, members of the Personnel Committee recommended closing the Library on the MLK holiday. Motion by Raifaill, second by Grant. All ayes, approved.

**Closed Session**

Motion to move into closed session under the Open Meetings Act (Section 15.268 (a), P.A. 267 of 1976, as amended) to consider the dismissal, suspension, discipline 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 by Arndts, second by Grant. All ayes, approved. Move into closed session at 6:48pm.

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Motion to resume open session by Brown, second by Grant. All ayes Approved.

**Public Comment**

None

**Board Comment**

None

**Adjournment**

Motion to adjourn by Raffail, second by Seidl at 8:35 PM. Meeting adjourned.

Next meeting on March 26, 2020 at 6:00 PM in Elsie Munro Room, Albion District Library.