

Albion District Library  
Board of Trustees Meeting (via Zoom)  
October 28, 2020

Meeting called to order at 6:04 PM

### *Roll Call*

Members present with location per new MI Open Meetings Act (OMA)

- VP Kimberly Arndts: City of Albion, Calhoun County, MI
- President Carolyn Gilg: Sheridan Township, Calhoun County, MI
- Trustee, acting secretary, William Rafaill: City of Albion, Calhoun County, MI
- Treasurer Jim Seidl: Albion Township, City of Albion, Calhoun County, MI
- Trustee Dixie Grant: City of Albion, Calhoun County, MI (joined mid-meeting)

Members Absent: Trustee Vicki Brown (excused) and Secretary LoriRene Koehn (excused)

Ex-officio: Director Stanczak, Deputy Director Schofield-Dahl

*Public Comment* - No members of the public present.

### *Agenda*

Approved as amended to add New Business item to create an account at Homestead Bank for the building improvement fund. Motion by Jim Seidl, second by Kim Arndts. Roll call vote: Arndts - yes, Seidl - yes, Rafaill - yes, Gilg - yes. Approved.

### *Old Business*

- Minutes: September 30, 2020, meeting minutes approved as presented.
- Financial Statements: Treasurer Seidl presented the financial statements. Next month's balance statement will include the new accounts for technology and building improvement at Homestead. Motion to approve financial statements as presented by Seidl, and Arndts seconded. Roll call vote: Arndts - yes, Seidl - yes, Rafaill - yes, Gilg - yes. Approved.
- Committee Reports
  - Facility: update report drew attention to the mold remediation report shared via email by Director Stanczak
  - Finance: committee has not met, will meet in early December for work on fiscal year-end budget amendment for December 27 general meeting
  - Policy: committee has not met
  - Personnel: update to be given in closed session.

### *Closed Session*

The Library Director requests a 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.

- Moved (Seidl) and seconded (Arndts) to enter closed session for the reason noted in the agenda at 6:14 PM. Roll call vote: Arndts - yes, Seidl - yes, Rafaill - yes, Gilg - yes. Approved.
- Moved (Seidl) and seconded (Arndts) to exit the closed session at 7:09 PM. Arndts - yes, Seidl - yes, Rafaill - yes, Gilg - yes. Approved.

#### *New Business*

- Facility Update - Mold Remediation; Roof Replacement
  - Review of update sent by Director Stanczak via email to the board regarding the progress of the mold remediation and roof replacement
- Adoption of Electronic Participation Procedures pursuant to the newly revised Michigan Open Meetings Act (OMA). Review of draft procedures received from ADL attorney firm, Foster Swift. Moved (Arndts) and seconded (Grant) to Adopt the Electronic Participation Procedures pursuant to the newly revised Michigan Open Meetings Act (SB 1108). Roll call vote: Arndts - yes, Seidl - yes, Rafaill - yes, Grant - yes, Gilg - yes. Approved.
- New Public Funds Savings Account at Homestead Savings Bank for Building Maintenance Fund. Treasurer Seidl summarized the reasons behind creating two separate accounts at Homestead Savings Bank (HSB) for the dedicated Technology Fund and Building Maintenance Fund. The Technology Fund was funded from our general fund, the fund created at HSB, and the funds transferred. The funds for the Building Maintenance Fund were locked into CD with Multi-Bank Solutions. Two such CDs—\$115,000 and \$100,000—are due to mature in November. Treasurer Seidl and Director Stanczak request authority to liquidate these CDs when they mature and deposit the monies into a new Public Funds saving account at HSB, with Treasurer Seidl and Director Stanczak as signatories, so that the funds are available to cover related expenses. Motion by Seidl, seconded by Grant. Roll call vote: Arndts - yes, Seidl - yes, Rafaill - yes, Grant - yes, Gilg - yes. Approved.

#### *Director Update*

No significant changes from report included in packet.

*Public Comment* - No public present.

*Board Comment* - There was none.

Next board meeting is November 19 at 6:00 PM.

Adjournment at 7:25 PM

Respectfully submitted



William S. Rafaill, Acting Secretary

(with input from Cindy Stanczak, Director)