

Albion District Library Board of Trustees  
Meeting via Zoom  
12-17-2020

Trustees Present (and remote participation location)

President Carolyn Gilg-Sheridan Twp, Calhoun County; VP Kimberly Arndts-City of Albion, Calhoun County; Treasurer James Seidl- Albion Township, Calhoun County; William Rafail- City of Albion, Calhoun County; Secretary LoriRene Koehn- City of Albion, Calhoun County.

Trustees absent and excused: Vickie Brown and Dixie Grant

Ex-officio: Cindy Stanczak, Library Director

Public: Lynn Schofield-Dahl, Deputy Library Director

### **Approval of Agenda**

The MERS Addendum Adoption was tabled until January 2021 meeting. Motion to approve the Agenda as amended by Rafail, 2nd by Seidl. Roll call vote: Gilg-yes, Arndts-yes, Seidl-yes, Rafail-yes, Koehn-yes. Approved.

### **Old Business**

#### *November 2020 Minutes*

Motion to approve the November meeting minutes by Rafail, 2nd by Arndts. Roll call vote: Gilg-yes, Arndts-yes, Seidl-yes, Rafail-yes, Koehn-yes. So moved.

#### *Financial Statement Review*

Balance Sheet- there is a mistake in the Homestead and Total Assets because of money moved into a new account.

Profit and Loss Budget Vs. Actual- under Other Expenses there is \$254,000 in the 'Ask My Accountant' where money is put when it's not known where else to put it. Cindy will work with the bookkeeper to address that.

Check Detail-notable items include Munier for removal of HVAC for roof replacement and purchase of HVAC frame; Gutters 'R' Us for fall clean-out; Brain Trust for network assistance; Overdrive for purchase of high-demand ebooks/e-audiobooks; and Wonder Makers for the mold clearance testing.

A motion to approve the November Financial Statements was made by Seidl, 2nd by Koehn. Roll call vote; Gilg-yes, Arndts-yes, Seidl-yes, Rafail-yes, Koehn-yes. So moved.

#### *Committee Updates*

No new updates.

## **New Business**

### *Adoption of 2021 Employee Benefits Package*

Seidl asked about staff fine forgiveness and why is it needed when we have auto-renew and why is it placed where it is in the package? Director Stanczak said that it has been in practice for over 13 years, but not documented until 2019. Deputy Director Schofield-Dahl said that is a very common benefit offered to staff. It can be moved to the end of the policy. There are no changes in the policy for updating holds until policy is adopted.

Motion to accept the Employee Benefits Package as presented with the exception of moving the fines to the end of the package was made by Arndts, 2nd by Raffail. Roll call vote: Gilg-yes, Arndts-yes, Seidl-yes, Raffail-yes, Koehn-yes. So moved.

### *Fiscal Year 2020 Year-end Budget Amendment*

For Revenue, the only notable change from the July 2020 amendment is the number of grants and contributions. The Library received a grant from the Albion Community Foundation's Fund for Greater Albion to purchase 13 new hot spots and one year of service to circulation to the public. ADL will match 10% (\$450) to the \$4,500, recorded under Contributions. While received in 2020, this revenue will be transferred into FY 2021 to be expended.

On the Expense side, notable changes from the July 2020 amendment include the addition of network maintenance for Brain Trust (751.02) and then professional IT management services (201) for MicroTech Systems, and the \$150,000 transferred in from the dedicated building fund (699) to Building & Ground Maintenance (930) for the mold remediation and air quality sampling, and Capital Outlay (975) for the roof replacement and purification units for the rooftop HVAC units and the lower level furnace.

Profit dues are \$85,000 in income over expenses, due to a transfer of \$150,000. Funds roll over into next year.

Treasurer Seidl suggested a motion to approve Amendment to the Budget, Raffail called the motion, 2nd by Arndts. Roll call vote: Gilg-yes, Arndts-yes, Seidl-yes, Raffail-yes, Koehn-yes, so moved.

## **Director's update**

We are hoping that the air samples clear the first floor so we move forward and start repairs. Director Stanczak be in contact with the Facilities Committee or at least Jim and Carolyn, when the results have arrived. The good news includes the Albion Community Foundation grant for additional hotspots and Woodlands has agreed to spend some of their database funds and purchased Tutor.com for all 23 libraries in the co-op for \$53,000. Once that's through we will promote it heavily. Very good news!

President Gilg is hoping that we don't get the Nor'Eastern that's predicted and Director Stanczak said that the workers only need one clear day to finish the work on the roof. We need it cold enough that the snow stays snow and doesn't melt!

### **Public Comment**

Lynn Schofield-Dahl said that it has been a delight to distribute the craft kits and finding new ways for people to take the Library home.

### **Board Comments**

President Gilg reminded the board that January 28, 2021 is the next meeting. It is the annual meeting where we elect our Officers, appoint Committee Chairs, and set the meeting schedule for 2021.

We are hoping the library will be able to reopen, or at least bring staff back, early in January, depending on the air quality samples and mold spores- stay tuned!

Friends of the Albion District Library will have their quarterly meeting Jan.11th. Sylvia Delany and the Friends of the ADL welcome the Library's annual Wish List when it is ready.

The Board has a vacancy starting in January for a trustee from Albion Township. Perspectives currently absent from the board include a local business owner or parent of young children.

Motion to Adjourn by Rafaiill, 2nd by Koehn at 7:05pm. Vote by leaving the meeting!