

Albion District Library Board Meeting  
February 25, 2021  
Zoom meeting

The Meeting was called to order at 6:11pm.

Roll Call: President Carolyn Gilg- Sheridan Township, Calhoun County; Secretary Kimberly Arndts, Albion, Calhoun County; Treasurer James Seidl- Albion Township, Calhoun County; Trustee Dixie Grant- City of Albion, Calhoun County

VP LoriRene Koehn, Albion, Calhoun County, arrived at at 6:20

Ex-Officio: Director Cynthia Stanczak; Dep. Dir. Lynn Schofield-Dahl

Excused: William Raffail- City of Albion

Public Comment- Lynn Schofield-Dahl said she's feeling like a librarian again - good to be seeing patrons

### **Approval of Agenda**

Motion to accept the agenda as amended was made by Grant, 2nd by Seidl. Roll call vote: Gilg-yes, Arndts-yes, Seidl-yes, Grant-yes, So moved.

### **Old Business**

Approval of January 28, 2021 meeting minutes. Motion to accept the agenda as amended was made by Seidl, 2nd by Grant. Roll call vote: Gilg-yes, Arndts-yes, Seidl-yes, Grant-yes, So moved.

### *Financial Statement Review*

Balance Sheet (updated Dec. 2020) - balance sheet reflects significant difference from 2019 estimation. (See deferred tax income, included in auditor's journal instructions.)

P/L (Dec. 2020) - Shows \$26K shortfall, because the \$150,000 allocated to cover remediation and roof expenses hasn't been recorded as transferred in from the capital improvement fund to the general fund yet.

Check Detail: Items of note include (3rd item - 12/31/20) check written to Dept of Treasury has been corrected. This is the e-rate refund received from USAC deposited to our Chemical/TCF checking account and check written to receive through register into the general fund. Large check written to Munier was for the crane to remove the Children's Room HVAC and to build the frame before replacement during roof replacement. Check to HBC Services (P. 2 - \$25,000) was for the mold remediation. (P. 3) \$9,000 check from Prof. services was prepayment to our IT services firm, MicroTech Systems.

Balance sheet (Jan 2021) - MBS certificates of deposits matured and the funds were moved to Homestead dedicated Trust Fund due to significant decrease in interest rates. When rates begin to increase again, reinvestment with MBS will be considered, as it was a good working relationship.

P/L (Jan 2021) - Limited property taxes have been received yet. Albion Township taxes are received in March; funds from City of Albion and Sheridan Twp may have arrived, but not deposited yet.

Motion to approve the Financial Statements was made by Siedl, 2nd by Koehn. Roll call vote: Gilg-yes, Arndts-yes, Seidl-yes, Grant-yes, Koehn- yes So moved.

### **Committee Updates**

- Finance - no meeting
- Facility - no meeting
- Personnel - no meeting
- Policy - no meeting

### **New Business**

Stanczak reminded board that Director goals need to be set in advance of slated June evaluation.

Temporary/Winter hours - We've noticed remarkable drop in patrons in evening hours most nights for multiple reasons. Based on conversations with other area libraries noting similar declines, and discussion with staff, director recommends temporary reduced or winter hours be adopted. Recommended hours of 9-5 on M/W, T/TH keep current 9-8, keeping Saturday as 10-5. This will be communicated to the public as an adaptive, responsive measure that will be temporary.

### **Director's Update**

\* Four candidates are slated to be interviewed for the full-time Circulation Manager position on 2/26.

\* Article in 2/25 Recorder discussed - in 1960 educator Vera Sims reached out to high-profile African-Americans nationwide - "How did you succeed?" The result was a binder full of letters from Jackie Robinson, MLK Jr., etc. shortly to be donated to ADL Local History Room collection. These docs need to be safe-guarded, which leads to...

\* Need to re-key the library; a previous grant request to our insurance company for funding was declined. This needs to be a priority for the Facilities Committee as they determine short and medium-term priorities. Making a request to Philanthropic Women for security cameras/re-keying was discussed.

\* Thanks to funding from the Albion Community Foundation's Fund for Greater Albion, ADL now have more hotspots than we have holds and will work to promote the service to the community so that it can be fully utilized and helpful in the community.

Public Comment

Board Comment

Arndts asked about recruiting Albion Township trustee; no takers yet because of 4-year commitment. Director Stanczak will continue to explore options to find candidates.

Adjournment - 7:19 p.m.