

Albion District Library Board Meeting
March 25, 2021
Meeting via Zoom, per OMA

The Meeting was called to order at 6:12pm.

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

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

Excused: Trustee William Rfaill

Public Comment- Lynn Schofield-Dahl is planning summer reading; "Tales and tails" is the theme.

Approval of Agenda

Motion to accept the agenda was made by Seidl, 2nd by Grant. Roll call vote: Gilg-yes, Arndts-yes, Seidl-yes, Grant-yes, Koehn - yes. Motion carries.

Old Business

Approval of February 2021 meeting minutes. Motion to accept was made by Seidl, 2nd by Koehn. Roll call vote: Gilg-yes, Arndts-yes, Seidl-yes, Grant-yes, Koehn - yes. Motion carries.

Financial Statement Review

Balance Sheet - January - We are clarifying names on accounts so they're easier to identify on the reports (ie, Homestead Bank becomes HSB, and also including notes on which are dedicated funds). Current liabilities February - under equity, the negative number is because we moved \$ from one account into another.

P/L (budget vs. actual) - reviewed, no major changes; p. 3 As we've received more revenue, we're moving \$ where they need to go (fiscal years) so auditors won't have to. Director noted that houses that are selling are selling above asking price, so we may be seeing an increase in property tax revenue going forward.

Check Detail: February items of note p. 2, \$37,400 - second half of the roof replacement, funds were paid for wireless hotspots (funded through ACF). P. 3, large bill to Triangle Plumbing was for leaks in wall found during for mold remediation. P. 4 - Wondermakers - last mold clearance test.

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

Committee Updates

- Finance - no meeting
- Facility - no meeting - coming soon via Zoom
- Personnel - Met on 3/15. Approved 3 director goals for 2021, due June to Board Trustees. 1) Strategic Planning Calendar; 2.) Proposal for revision of hiring process, policies, and payscale; and 3.) Calendar for comprehensive review of library policies and personnel handbook for committees.
- Policy - no meeting

New Business

In-person vs. Hybrid/Virtual meeting - Pros and cons discussed. Board decided that the costs and logistics of moving to hybrid meeting style were not worth what we would be gained at this time; decided to remain in current virtual format for as long as the State will allow (or until more are vaccinated).

Director's Update

Interviews and Hiring for Vacant Positions: An internal candidate, Katherine McDonald, has accepted the FT Circulation Manager position and will be stepping into role next week. Seven candidates are being interviewed this week for four vacant part-time positions, including the one just created by the internal promotion.

* Public Comment - Schofield-Dahl; delighted with this staff update. Katherine 'Kat' McDonald will do a wonderful job and will be assisting in in this week's interviews as the in-coming manager.

Board Comment - none

Adjournment - 6:51 p.m.