

Albion District Library Board Meeting  
April 22, 2021  
Meeting via Zoom, per OMA

The Meeting was called to order at 6:07 pm.

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, Trustee William Rfaill - City of Albion, attending from City of Albion

Absent: Trustee Dixie Grant

Ex-Officio: Director Cynthia Stanczak; Deputy Director Lynn Schofield-Dahl

Public present - Susan Farley, attended from Albion Township; Courtney Lehwald, attending from Albion Township; Tiffany Weitzel, attending from Albion Township

Public Comment- no comments

### **Approval of Agenda**

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

### **Old Business**

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

### **Financial Statement Review**

*Balance Sheet* - At the request of the Board, Director Stanczak notes the changes to the asset/bank account names on the balance sheet to more clearly indicate at a glance the purpose of the fund (ie, Library Trust, Building Fund, Technology Fund, DPIL, etc). Under account # 906 Blue Ox, correct name will be updated to include "Library Trust."

Discussed other assets on balance sheet - building fund for roof and other pending building maintenance, and tech for upcoming server replacement.

*Profit and Loss Report* - Tax revenue is coming in slightly higher than projected. Delinquent property tax payment is expected from Calhoun County in May. Contractual services - new expenses in this line - will update with the first budget amendment in July. Property and liability insurance - came in a bit higher than expected. Overall, ADL is ahead on income over expenses.

*Check Detail Report* - Discussed expenses for liability insurance and mold remediation efforts that were billed in 2021. Check to Homer Public Library is the 25% of tax revenue from Albion Township, per our District Library Agreement

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

### **Committee Updates**

- Finance - no meeting until July
- Facility - had meeting in April - outlined items that are included in Director's report
- Personnel - no meeting
- Policy - no meeting

### **New Business**

*Friends of Library Wish list*- Recommended list for Friends is in hand (summer reading, Wowbrary, supplies for family craft "take and make" supply kits, and anti-fatigue mats), will be discussed at the next Friends's meeting, likely next week on April 26.

Motion to share/approve initial list moved by Seidl 2nd by Rafaill, Roll call vote: Gilg-yes, Arndts-yes, Seidl-yes, Koehn-yes, Rafaill-yes. Motion carries.

### **Director's Update**

Director keeping updated on state COVID-10 related CDC recommendations, MDHHS orders, and MIOSHA workplace safety rules.

Budget amendment for June - will be needing to re-do budget line items for proposed budget format for 2022

\* Public Comment - Tiffany Weitzel (prospective Trustee from Albion Township) was inquired about the standing committees. Susan Farley mentioned she appreciated being able to listen in. Courteney Lehwald asked about the work being done in committees, and recommendations coming to Board for full vote. Lehwald also asked how the Library incorporated CDC guidelines.

Board Comment - Rafaill referenced his letter of resignation and notice of intent to move out of the district in late 2021. His term of service representing the residents of the City of Albion ends in December 2021.

Motion to excuse Trustee Grant made by Koehn, second by Seidl. Roll call vote: Gilg-yes, Arndts-yes, Seidl-yes, Koehn-yes, Rafaill-yes.

Adjournment - 7:08 p.m.