

Albion District Library Board Meeting
May 27, 2021
Meeting via Zoom, per OMA

The Meeting was called to order at 6:04 pm.

Roll Call: Present - 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, Courtney Lehwald-Albion Township, Calhoun County,
Absent/Excused: Trustee William Rfaill, City of Albion

Ex-Officio: Director Cynthia Stanczak

Public present - Sylvia Dulaney, Pres. of Friends of ADL, attending from Albion

Public Comment-Sylvia is glad to be joining us

Approval of Agenda

Tabling discussion of new business (resolution to authorize representatives for Blomquist bequest). Motion to table made by the agenda was made by Seidl , 2nd by Koehn. Roll call vote: Gilg-yes, Arndts-yes, Seidl-yes, Grant-yes, Koehn-yes, Lehwald - yes. Motion carries.

Motion to adopt amended agenda made by Grant, 2nd by Seidl. Roll call vote: Gilg-yes, Arndts-yes, Seidl-yes, Grant-yes, Koehn-yes, Lehwald - yes. Motion carries

Old Business

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

Financial Statement Review

Balance Sheet - Review of financial assets, comparing April 2021 to April 2020. Notable changes, under current assets we had approximately \$30,000 in CDs at MBS which has now been moved into designated fund/savings accounts at Homestead Savings Bank for technology, building maintenance, and library trust. The CDs matured and money moved to HSB because interest was the same or higher locally and allowed for easier access if needed. General fund balance is lower by approximately \$75,000 from 2020, as approximately \$150,000 was spent

for mold remediation and roof replacement.

Profit and Loss Report - LCSA (PPT reimbursement) came in at approximately \$30,000, compared to the budgeted \$15,000. It's noted that the Director and Finance Committee make an effort to budget low on income, high on expenses. On p. 2, under 801.00/Professional Services, currently above original budget, but it includes the managed IT services firm that was not known when the original budget was adopted in September 2020. 804.00/Homer Library Contract is also higher than the original budget, as a percentage of property taxes from Albion Township, which came in higher than anticipated.

Check Detail Report - List of all checks written during April 2021. Of note: 2 payments to Amazon (check issued in January was lost in the mail; stop order issued at HSB; and Director made online payment with support of Treas. Seidl). This year's workers compensation insurance was \$1500 higher than normal, due to pandemic.

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

Committee Updates

- Finance - A meeting to work on the mid-year amendment will be scheduled in late June.
- Facility - no meeting
- Personnel - no meeting - Cindy will send completed goal projects to personnel committee for mid-year director evaluation
- Policy - no meeting

New Business

None

Director's Update

Director updated Board on new MIOSHA rules about workplaces. Still waiting on new MDHHS order to revise reopening plan and internal procedures. ADL will continue to require all patrons and staff, regardless of vaccination status, to wear masks at least until July 1 when new MDHHS order expires.

Audit is still on-going and auditors will be on-site in mid-June. Final audit is expected to be presented to the Board at the July meeting.

* Public Comment - Syd Dulaney is enjoying learning about the library world.

*Board Comment - Trustee Lehwald referenced looking forward to meeting with Jim to go over ADL financials and going over documents in detail.

Jim Seidl gave us a brief background on Bill Blomquist's estate plans. ADL was remembered in his will and will receive part of his estate. A resolution will be brought to the Board to authorize specific representatives for the purposes of handling the bequest.

Adjournment - 6:44 p.m.