

Albion District Library Board Meeting
June 24, 2021
Meeting via Zoom, per OMA

The Meeting was called to order at 6:02 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, VP LoriRene Koehn-City of Albion, Calhoun County, Trustee Courtney Lehwald-Albion Township, Calhoun County, Trustee William Rafaill-City of Albion

Excused: Trustee Dixie Grant

Ex-Officio: Director Cynthia Stanczak; Deputy Director/Head of Public Services Lynn Schofield-Dahl

Public present - Sylvia Dulaney, Friends of Albion District Library

Public Comment- none

Approval of Agenda

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

Old Business

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

Financial Statement Review

Balance Sheet - No major changes since May. No questions from BOT

Profit and Loss Report -

2nd paragraph - 573/LCSA funds received will be moved back into FY 2020 budget by the auditors at the direction of the state.

Expenses on p. 2, Part and full-time salaries are confirmed correct as of end of April due to a delay of data entry by the bookkeeping firm.

Contractual services - \$27,871 (budgeted 5K) - discrepancies were due to decision made regarding IT services replacement.

Collection development question - \$700 reported for adult books. Figure is

correct, as we don't pay until items have been received and there was a significant backorder of items from the distributor which has now been resolved. Lehwald asked for clarification on how collection development works

Check Detail Report -

Check 2671 to MCLS - our contribution toward digital book purchases through the MCLS OverDrive cooperative

Check 1704 - prepayment for IT managed services contract

Check 1700 - Homer Public Library - 25% portion of delinquent property tax due under our district library agreement

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

Committee Updates

- Finance - Treasurer/chair reports meeting to update Trustee Lehwald and committee meeting to review proposed mid-year budget amendment to be presented at July meeting
- Facility - no meeting
- Personnel - Met with Director for mid-year review- Committee believes Director has met goals and in July will review next steps with BOT.
- Policy - no meeting

New Business

· Janitorial Services - 5 years since reviewed; time to revisit. D&D would be able to step in in July, after 30 days notice has been given to Konkle. Director requests support from BOT to change services.

Motion to approve discontinuing services with Konkle effective 7/31, motion by Rafail, 2nd by Koehn. Roll call vote: Gilg-yes, Arndts-yes, Seidl-yes, Koehn-yes, Rafail -yes, Lehwald - yes. Motion carries.

Motion to authorize the director to sign a contract with D&D was made by Rafail, 2nd by Koehn. Roll call vote: Gilg-yes, Arndts-yes, Seidl-yes, Koehn-yes, Rafail -yes, Lehwald - yes. Motion carries.

· Bookkeeping/Payroll Services - Director reported on issue created by transitioning from City of Albion Payroll services in 2018 to Total Bookkeeping Services.

- Among several minor issues observed (vacation leave totals), it was discovered that their payroll platform had a feature activated that miscalculated director salary, which resulted in director overpayment of approximately \$7,700 over the last year.
- Director immediately contacted the auditor and TBS parent CPA firm and alerted them to this issue (as well as Trustees Seidl, Koehn, Arndts) and it was discussed that it

was perhaps time to contract with another service, as the firm reports that they are transitioning all payroll clients to another firm in 2021 anyway. Director reached out on Michigan library listservs for referrals on other payroll/bookkeeping models and services, and will be updating BOT when a provider is identified.

- Personnel committee recommends that the director repayment plan span no more than 2 years. Specifics of repayment plan will be documented and approved by BOT officers through a Memorandum of Understanding. Finance chair will be reviewing payroll quarterly with the director moving forward.

Motion to authorize payroll repayment of no more than 2 years, through payroll (will include memorandum of understanding to be signed by director, president, and secretary) was made by Koehn, 2nd by Rafaill. Roll call vote: Gilg-yes, Arndts-yes, Seidl-yes, Koehn-yes, Rafaill -yes, Lehwald - yes. Motion carries.

Director's Update

Looking for paper reams boxes for book sale storage. Mask mandate was discussed, and for now masks will continue to be required for all staff and patrons over the age of 2 who can medically tolerate them.

* Public Comment - Lynn Schodlied Dahl is excited to welcome people back to the children's room and to see people participating in programming again.

*Board Comment - Lehwald asked about part-time employee pay scale referenced in the director's report.

Motion to adjourn by Seidl, 2nd by Koehn. Adjournment - 7:23 p.m.