

Albion District Library Board of Trustees Meeting
September 30, 2021
Meeting via Zoom, per OMA

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

Roll Call: Present (trustee-attending from) - President Carolyn Gilg-Sheridan Township, Calhoun County; Treasurer James Seidl-Albion Township, Calhoun County; Secretary Kimberly Arndts - Albion, Calhoun County; Calhoun County, Grant:City of Albion, Lehwald: Albion Township

Absent - Vice-President Koehn

Ex-Officio: Director Cynthia Stanczak; Public present - none

Public Comment- none

Approval of Agenda

Director Stanczak requests amendment to add motion to excuse absent trustees. Motion to adopt the agenda as amended was made by Grant, 2nd by Seidl. Roll call vote: Gilg-yes, Seidl-yes, Lehwald-yes, Arndts-yes, Grant yes. Motion carries.

Public Hearing for FY 2022 budget

At 6:07 p.m. moved into public hearing for FY22 budget.

At 6:08, public hearing closed, as no public is present

Old Business

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

Financial Statement Review

Balance Sheet - August balance sheet; Treasurer Seidl asked for clarification on new current asset account 'Auditor Accounts Receivable.' Director Stanczak will follow up. Treasurer Seidl notes that DPIL endowment at Albion Community Foundation has increased in value over \$50,000 in a little over 3 years. For the first three years, ADL received a small \$3,500 spendable amount to allow the interest to accrue and create an interest-fueled 'cushion' against interest declines to protect the \$250,000 principal. This is the first year we received our first full payout of the spendable amount

(\$10,480), which was sent directly to the Dollywood Foundation as a credit toward the next 12-15 months of service invoices.

Profit and Loss - (Page 2) Under personnel expenses, Treasurer Seidl asked about the mismatch between the percentage of budget used for payroll versus FICA/Social security. Director Stanczak will follow up with payroll specialist. (Page 2-3) Treasurer Seidl asked about outstanding facility expenses this year (930/Land & Building Maintenance & Repair). Director Stanczak reports on track for year-end, with several budget needs (such as pest control) coming in lower than budgeted. Treasurer Seidl asked for clarification on the status of the adult book budget. Director Stanczak reports that, due to vendor delays earlier this year and the current staff deficit, purchasing has slowed, but items will be ordered as soon as possible to meet patron demand.

Check Detail Report - nothing of note - higher than average Consumers Energy bill due to unusually warm August. Director Stanczak notes that OverDrive content invoices will display as \$0.00, as invoices are being applied against a sizable content credit outstanding with OverDrive due to CARE/ARPA Act funds and an accidental overpayment made at the beginning of the year.

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

Committee Updates

- Finance - will defer to 2022 budget discussion
- Facility - have not met yet, but several facility priorities that need to be discussed
- Personnel - no report
- Policy - no report

New Business

FY 2022 Budget - Resolution & Adoption

Finance Committee met twice in September to work on proposed FY2022 Original Budget. Projected revenue is \$693,790. Projected expenses is \$680,146.07. Projected budget surplus is \$13,643.93, approximately 1.96% of total budget. ADL will request the full 2.5 mills for library operations on the millage levy submitted to Calhoun County and district clerks and treasurers. Director Stanczak notes that administration practice is to budget low on revenue and high on expenditures, which has worked well for the last 7 years.

Motion to approve original FY 2022 budget was made by Seidl, 2nd by Grant. Roll call vote: Gilg-yes, Seidl-yes, Arndts-yes, Lehwald - yes, Grant - yes. Motion carries. Roll call vote: Gilg-yes, Seidl-yes, Arndts-yes, Lehwald - yes, Grant - yes. Motion carries.

Due to lack of public, in lieu of reading aloud, motion to adopt the millage resolution included in board packet as presented, made by Seidl, 2nd by Lehwald. Roll call vote:

Gilg-yes, Seidl-yes, Arndts-yes, Lehwald - yes, Grant - yes. Resolution adopted.

Implementation Timeline for Proposed Pay Scale Update

Treasurer Seidl recommended that the entire Board see the specific details. Notes that any pay scale increase needs to be tied to job description. Important that the entire Board see job descriptions and how the proposed pay scale is to roles.

Director Stanczak mentioned staff feels disincentivized to grow new skills in support of library needs with current pay scale and flat organizational structure. She notes that the model presented was designed by the Leadership Team around library needs and not around individual staff. With a small staff, cross-trained staff are needed to prevent service interruptions due to staff leave or vacancies. The proposed model ties compensation rates to contributions to library operations, reevaluating what we are requiring of employees, and incentivizes developing new skills when new opportunities are offered. The proposed model eliminates longevity, but introduces a small (1-2%) annual merit increase if goals and expectations are met or exceeded at performance evaluations. Director Stanczak notes that this places a value on the staff member's experience with the library, community, and collection, and their contributions.

Board discussion of model elements. Treasurer Seidl did not support director salary being included, as he feels it is Board decision, not part of the pay scale. Director explained the rationale, including that the director salary was part of the director contract which the Board allowed to lapse, and that it was within the range of norms for director salary based on data from similarly-sized libraries in Michigan. Seidl asked to see all job descriptions before the Board supports the new pay scale. Director mentioned revised job descriptions were not done until new model was approved due to redesign of organizational structure. Director mentioned that even if this was put into place as soon as possible (payroll beginning October 3) and with highest projected impact on budget, she calculates that we would have a \$50,000 surplus in FY 2021 personnel budget. Seidl and Gilg requested more information at a work session before deciding.

Gilg asked to table pay scale discussion for a work session, and vote at the October meeting. Motion to table timeline pay scale update (work session between now and 10/15) was made by Seidl, 2nd by Grant. Roll call vote: Gilg-yes, Seidl-yes, Arndts-yes, Lehwald - yes, Grant - yes.

Bartel Retirement Certificate

Notice to Board. Certificate of appreciation/thanks signed by President Gilg and Director Stanczak. Copy included in packet.

Columbus Day/Indigenous Peoples Day Closure/Holiday

ADL will be closed due to server migration. Scheduled staff will be onsite, doing non-internet based work, such as weeding and inventory.

Discussion: Strategic Plan, Internal Values Survey

Motion to table made by Grant, 2nd by Arndts. Roll call vote: Gilg-yes, Seidl-yes, Arndts-yes, Lehwald - yes, Grant - yes

Director Update

Director Stanczak reports no additions to the Director Report. Voicemail now working.

Board Comments: Seidl asked about progress on Raffill's vacancy - no updates yet. Director will repost on Library website and follow up with city clerk.

Public Comment: none

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

Meeting adjourned at 8:00 pm.