

Albion District Library Board of Trustees Meeting  
August 26, 2021  
Meeting via Zoom, per OMA

The Meeting was called to order at 6:05 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; Vice-President Koehn - Albion, Calhoun County

Trustee Lehwald joined at 6:12 (Albion Township, Calhoun County).

Absent - Trustee Grant

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

Public present - none

Public Comment- none

### **Approval of Agenda**

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

### **Old Business**

Approval of July 2021 meeting minutes. Motion to accept minutes made by Koehn, 2nd by Seidl. Note to correct a misspelled name. Roll call vote: Gilg-yes, Seidl-yes, Lehwald-yes, Arndts-yes, Koehn-yes. Motion carries.

### **Financial Statement Review**

*Balance Sheet* - Of note, funds recorded in accounts 305 (Building Fund) and 306 (Library Trust) in 2021 were recorded in 905 (MBS Brokerage) where they'd been invested in CDs, which matured in late 2020 and transferred to Homestead Savings Bank.

Profit and Loss - As reported through July 2021, total revenue stands at 95.5% and total expenses at 49.7% of the amended budget. Personnel expenses stand at 34.2% of expected total, which includes amended totals to reflect the shift from an internal IT

position to contracted services.

Check Detail Report - Nothing out of ordinary. Treasurer Seidl requests annual review of overage usage/impact of the Employee Assistance Program (EAP), currently contracted through HelpNet/Bronson Health Services. Director Stanczak notes that there may be a co-op level option for EAP services for price comparison next year, but that an EAP is referenced by the personnel policy for addressing last-chance and drug/alcohol concerns.

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

### **Committee Updates**

- Finance - Next meeting is scheduled for September 8 to begin review of the FY 2022 original budget.
- Facility - no meeting currently scheduled; nothing urgent on radar
- Personnel - no meeting currently scheduled
- Policy - no meeting currently scheduled.

Director Stanczak requested clarification on initial survey stages for the strategic planning process. Director will draft survey questions related to the first survey and send to the committee chairs for vetting (2 week deadline for committee chairs to reply).

### **New Business**

No new business

### **Director Update**

Director Stanczak reports no additions to the Director Report.

Deputy Director Dahl - Children's Room will be adding more open hours beginning in September. Take 'n' make kits are going very well and very popular. The program calendar for the upcoming year continues to be developed.

Board Comments: none

Public Comment: none

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

Motion to adjourn at 6:44 pm.