

Albion District Library Board of Trustees Meeting  
December 16, 2021  
Meeting via Zoom, per OMA

The Meeting was called to order at 6:02 pm.

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

Ex-Officio: Lynn Schofield-Dahl  
Absent: Director Stanczak  
Public present - Head of Circulation Kat McDonald

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, Grant-yes, Koehn-yes. Motion carries.

### **Old Business**

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

### **Financial Statement Review**

- *Balance Sheet* - total assets have dropped from 2020 (mostly due to mold remediation and new roof).
- *Profit and Loss* - will be making changes to budget; still have more income than expenses
- *Check Detail Report* - p. 1, payment for health insurance higher than usual as we missed a payment, so two months' payment made together. P. 2, middle of page software maintenance for server/virus protection/multi-year contract.

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

### **Committee Updates**

- Finance - had a meeting, will be shortly presenting revised 2022 budget

- Facility - not met
- Personnel - met on benefits package, will be recommending adoption
- Policy - have not met

### **New Business -**

- Fund Balance Policy and Transfer Update - Seidl reported. In 2022, Board will need to roll surplus funds into dedicated facilities fund.
- 2021 year-end budget amendment - Seidl reviewed amendment sent to Board, made minor changes. \*Interfund transfer - \$22,000 from dedicated facility fund into general fund to cover 2021 remediation expenses. P. 4, exceeded telephone budget because of voicemail system replacement/hotspots, P. 5 - \$1,300 increase to software to cover Techsoup discounted Microsoft licenses before discount is discontinued. Final amended revenue is \$711,963 and expenses \$632,362, with (projected) budget surplus of \$79,601 at year-end.

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

- Proposed 2022 Personnel Benefits package discussed. Motion to approve the Benefits package was made by Koehn, 2nd by Lehwald Roll call vote: Gilg-yes, Seidl-yes, Arndts-yes, Lehwald - yes, Grant - yes, Koehn - yes. Motion carries. Dahl mentioned that the employee assistance program, part of package, is being utilized.

- Director Request to Rollover Additional Accrued Vacation Hours.

Motion to approve Director vacation rollover (with the caveat that one week must be used in the first quarter, and that this is a one-time only granted request) was made by Seidl 2nd by Koehn Roll call vote: Gilg-yes, Seidl-yes, Arndts-yes, Lehwald - yes, Grant - yes, Koehn - yes. Motion carries.

### **Director Update**

- Two of three vacant trustee positions have been appointed: Laura Bollman by City of Albion (4-year term), and Susan Farley by Albion Township for the remainder of Trustee Seidl's term (1 year). The last appointment, by Marshall Public Schools, is still outstanding.
- Looking forward to in-house programming, even though the take-home projects have been utilized.

**Public Comment:** none

**Board Comment** - Gilg thanked trustees Seidl and Arndts for their service. Seidl mentioned that board would have to take up the issue of Director salary in January.

Meeting adjourned at 6:49 p.m.