

Albion District Library Board of Trustees Meeting
November 18, 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

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

Absent: Vice President LoriRene Koehn (notice given at November 2021 meeting)

Public present - none

Public Comment- none

Approval of Agenda

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

Old Business

Approval of October 28 regular meeting minutes. Motion to accept minutes made by Grant, 2nd by Arndts. Roll call vote: Gilg-yes, Seidl-yes, Lehwald-yes, Arndts-yes, Grant-yes. Motion carries.

Financial Statement Review

Balance Sheet - no major change from month before (Chemical Bank accounts now owned by Huntington).

Profit and Loss - nothing new in Revenue. Notable in Expenses, there was an increase to equipment and supplies (pg 2) due to a COVID-safe grant from Albion Community Foundation and Melcat is higher due to patron loss of an item. Equipment repair (pg 3) is up due to disc cleaner repair. Services and charges, postage, memberships, and software maintenance are also slightly higher than the mid-year budget figure, but will be addressed in the year-end budget amendment coming in December.

Check Detail Report - P. 1 CCI South Inc - temporary computer replacement for voicemail system

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

Committee Updates

- Finance - Finance meeting December 2 to work on 2021 year-end amendment
- Facility - no meeting
- Personnel - will meet in November/early December to work on 2022 benefits package for December Board meeting
- Policy - no meeting

New Business -

Fund Balance Policy Review - Treasurer Seidl - If we pull funds out of the dedicated facilities or technology funds for eligible expenses, the Board needs to ensure that those funds are repaid after the audit is complete, to allow for future expenses. Policy needs to be amended to reflect this directive. Spend from restricted funds first, then move to general, unrestricted fund. Fund Balance Policy amendment can be an item for 2022 policy committee to address.

Lawn care and snow removal - Director discussed the offer of a 2-yr contract from Diamond Cut Lawn & Snow at current rate. Motion to authorize Director to accept contract was made by Seidl, 2nd by Grant. Roll call vote: Gilg-yes, Seidl-yes, Arndts-yes, Lehwald - yes, Grant - yes,. Motion carries.

Director Update - New trustee update - 2 potential candidates from Albion Township, 1 for Marshall Public Schools have expressed interest. 5 people in the City of Albion position expressed interest (only 1 had applied at the time of the meeting).

Public Comment: none

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

Meeting adjourned at 6:45 p.m.