

Albion District Library Board of Trustees Meeting
October 28, 2021
Meeting via Zoom, per OMA

The Meeting was called to order at 6:01 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, Koehn- City of Albion, Calhoun County

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

Absent: none

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, Koehn - yes. Motion carries.

Old Business

Approval of September 30 regular meeting minutes. Motion to accept minutes made by Grant, 2nd by Koehn. Roll call vote: Gilg-yes, Seidl-yes, Lehwald-yes, Arndts-yes, Grant :yes, Koehn - yes . Motion carries.

Approval of October 14 work session minutes. Motion to accept minutes made by Seidl, 2nd by Arndts. Roll call vote: Gilg-yes, Seidl-yes, Lehwald-yes, Arndts-yes, Grant :yes, Koehn - yes. Motion carries

Financial Statement Review

Balance Sheet - no major changes since Sept. Now that the audit is complete, the final mold remediation total will be moved from the dedicated building fund at Homestead Savings Back to repay the general fund. Total assets at large won't change, as it's just moving between the two funds/accounts. Director explained the rationale of paying from a dedicated building.grounds fund, as detailed in our fund balance policy. We spend first from the most restricted/dedicated funds first, which in this case was

Building and Grounds. Seidl discussed moving funds back into Building and Grounds, Director suggested tabling moving funds back until November meeting, and Seidl requested it be added to November agenda.

Profit and Loss - Bookkeepers still have not (after 6 weeks) updated payroll into Quickbooks. Director notes that, based on prior practice, LCSA line on the P&L should be \$0, but the journal entry to adjust that figure back to FY2020 wasn't completed; searching for a new bookkeeping/payroll firm.

Check Detail Report - Note concerning Great American Financial Services. This was the lease for copiers/printers, which is now complete. Due to the machines' good condition, the lease has been moved to Printer Source Plus, our current service provider.

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.

Proposed Pay Scale Update: Seidl expressed concern for long-term viability of pay scale update, and Director asked what might alleviate those concerns. Director also drew the board's attention to the explanatory sheet shared earlier, to show that these pay figure recommendations are in the appropriate 60-72% percentage range for personnel budget. Director suggests that personnel expenses and pay scale are things that should be addressed regularly. Gilg asked whether hourly pay rate would be by what their activity was (Melcat, desk) and Director responded, "no." Head of Circulation Kat McDonald clarified that the goal is to provide top notch service and build skills of staff (that are library assets) and pay accordingly. Grant asked how they would determine which staff would be trained for what; Director replied that after the initial 6 months probationary period, staff would be evaluated to determine opportunities to offer skill training, based on ADL need. A new probationary period would then begin, based on evaluation of performance of new skills.

Motion to adopt the Circulation+ model for pay scale update, was made by Grant, 2nd by Koehn. Roll call vote: Gilg-no, Seidl-no, Arndts-yes, Lehwald - yes, Grant - yes, Koehn- yes. Motion carries.

Motion to implement new model next pay period made by Koehn, 2nd by Lehwald. Roll call vote: Gilg-no, Seidl-no, Arndts-yes, Lehwald - yes, Grant - yes, Koehn- yes. Motion carries.

Committee Updates

- Finance - Finance will schedule meeting early December
- Facility - voicemails and camera will be projects for 2022.
- Personnel - will meet in November to work on 2022 benefits package for December Board meeting
- Policy - no meeting

New Business - none

Director Update - nothing in addition to Director Report

Board Comment - Gilg asked about City of Albion Trustee - mayor is aware, will likely fill in January. Director reminded that Trustee Arndts' term is up in December.

Public Comment: McDonald and Schofield-Dahl thanked the Board for their time.

Meeting adjourned at 7:28 p.m.