

Albion District Library
Board of Trustees Meeting
Naomi Lane Room
January 27, 2022

The meeting was called to order by Carolyn Gilg at 6:05 pm.

Roll Call

Present: Carolyn Gilg, LoriRene Koehn, Laura Bollman, Courtney Lehwald, Susan Farley, Kathryn Brautigam
Absent: Dixie Grant

Public Comment - no public present

Approval of Agenda

Motion by Bollman, 2nd by Brautigam. All in favor, motion carried.

Seating of 2022 Board of Trustees

Conflict of Interest Disclosures

Director Stanczak distributed the annual Trustee Conflict of Interest Disclosures, to be completed and returned at or before the next meeting.

Officer Elections

- President: Carolyn Gilg offered to serve another term as President, barring interest by any other trustee. Require a special ballot per by-laws, due to having already served 2 terms in the roll. No other nominations. Special Ballot: Koehn - yes, Bollman - yes, Lehwald - yes, Farley - yes, Brautigam - yes.
- Vice President: Laura Bollman (no other nominations, unanimous vote)
- Secretary: Courtney Lehwald (no other nominations, unanimous vote)
- Treasurer: Kathryn Brautigam (no other nominations, unanimous vote)

(Notice received that Trustee Grant is absent due to family emergency.)

Committee Appointments

In absence of Trustee Grant, Motion to table committee appointments until February meeting made by Koehn, 2nd by Bollman. All in favor, motion carried.

Determination of 2022 Meeting Schedule

The Board will continue to meet on the 4th Thursday of each month at 6:00 pm, except for the months of November and December, when the board will meet on the 3rd Thursday of the month. Motion to set the 2022 meeting schedule made by Koehn, 2nd by Brautigam. All in favor, motion carried.

Old Business

December 16, 2021 Meeting Minutes

Corrections made to December 16, 2021 minutes:

Roll Call - insert name "LoriRene" between Homer and Koehn.

Financial Statement Review/Check Detail Report - change spelling "too" to "two"

Motion to accept minutes with noted corrections - made by Bollman, 2nd by Brautigam.

Financial Statement Review

Director Stanczak presented the December 2021 balance sheet, profit and loss report (P&L), and check detail report. Correction requested to update the TCF name on the balance sheet to 'Huntington,' to reflect the new ownership. Note that the check detail report includes some checks printed with a date of 01/01/2022 as the Library addresses the fiscal year change and once-annually expenses, such as the liability and property pool insurance. Motion to accept financial statements - made by Lehwald, 2nd by Farley. Roll call vote: Gilg - yes, Koehn - yes, Bollman - yes, Lehwald - yes, Farley - yes, Brautigam - yes. Motion carried.

New Business

Resolution to Appoint Bank Signatories

When board leadership or staff changes, changes may be needed to appoint signatories on ADL financial accounts. Proposed signatories are: Board President Carolyn Gilg, Board Treasurer Kathryn Brautigam, and Library Director Cynthia Stanczak. Motion to adopt resolution and appoint signatories made by Brautigam, 2nd by Bollman. Roll call vote: Gilg - yes, Koehn - yes, Bollman - yes, Lehwald - yes, Farley - yes, Brautigam - yes. Resolution adopted. Secretary Lehwald will complete and sign the resolution.

Foster Swift Attorney Rate Update & Adoption

Foster Swift are library law specialists, one of only two companies with this specialty in the state. They are the current legal advisors/lawyers for ADL, assisting with employment law as well. The board reviewed the letter describing increased rates. Motion to accept letter from Foster Swift regarding hourly rate increase made by Bollman, 2nd by Farley. Roll call vote: Gilg - yes, Koehn - yes, Bollman - yes, Lehwald - yes, Farley - yes, Brautigam - yes. Motion carried.

Director Update

Two new part-time Cataloging Assistant staff members have been hired and are training now. The third vacant part-time position (Public Services Assistant) has been reposted. Nothing to add to the attached director's report.

Public Comment

No public present.

Board Comment

Motion to excuse Dixie Grant due to family emergency made by Koehn, 2nd by Brautigam. All in favor, motion carried.

Note that a Board Work Session will be held at 5:00pm on February 24, one hour before the February meeting. Woodlands Library Cooperative director Kate Pohjola-Andrade

will be presenting a trustee orientation training event via Zoom. She is a great resource for members. Both returning and new members are highly encouraged to attend.

Adjournment

Motion to adjourn meeting made by Koehn, 2nd by Brautigam. All in favor, motion carried. Meeting adjourned at 7:23 pm.