

Albion District Library  
Board of Trustees Meeting  
April 28, 2022

The meeting was called to order by Laura Bollman at 6:03 pm.

### **Roll Call**

Present: Laura Bollman, Kathryn Brautigam, Courtney Lehwald, Dixie Grant, LoriRene Koehn

Absent: Carolyn Gilg - excused, Susan Farley - with notice, excused.

VP Bollman acting as president.

Ex-officio: Director Cynthia Stanczak

**Public Comment** - Susan Farley attending as a member of the public via Zoom due to out of state travel.

### **Approval of Agenda**

Update: Audit will be starting to take place May 18, 2022.

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

### **Old Business**

*March 31, 2022 Meeting Minutes*

Roll call: LoriRene Koehn had given notice of absence for March 24, 2022, meeting.

When the meeting was rescheduled to March 31, 2022, she was still away from town and Director Stanczak was unable to get in touch with her. Motion to accept minutes as amended - made by Grant, 2nd by Brautigam.

### *Financial Statement Review*

Balance Sheet: Assets up by 1.9% this year to date over last. Balance statement is closer to accurate with the entry of payroll transactions, but reconciliation of bank statements will not be done until the new bookkeeping firm begins the clean-up process.

Profit & Loss: Gas expense (Semco) is already used 80%, due to colder spring, but will not see large bills again until fall. Amount budgeted will be adjusting during mid-year budget amendment in July. Personnel expense is under budget (21.4%), because we're down to 3 part-time staff. P&L report is much closer to accurate now as Director Stanczak is entering payroll figures with each payroll.

Check Detail: The Google Suite features (including email) used by ADL is no longer free (they are phasing out the free legacy version). The decision was made to stay with Gmail, as we are already established and working well with Gmail. The expense will be updated in the mid-year budget amendment in July. Notable items: Vanguard, library cards vendor, amount \$0.00 - the library had a credit, and 2 bills to Orkin for 2 separate services.

The bookkeeper Director Stanczak mentioned in March declined to give us a quote. However, the Adrian Library sent info on a payroll provider and bookkeeping service in

Adrian, MI. This firm has experience working with libraries. There is a potential new firm for payroll: WorkForce PayHub.

For the city of Albion, the water bill will be increasing. We can address this in the budget amendment.

Motion to accept financial statements - made by Koehn, 2nd by Grant. Roll call vote: Bollman - yes, Brautigam - yes, Lehwald - yes, Grant - yes, Koehn - yes. Motion carried.

### **Committee Reports**

Facility - postponed.

Finance - see above comments.

Policy - have not met.

Personnel - Laura Bollman has been creating packets for the Director review.

Director Evaluation/Review:

1% merit-based raise had previously been accepted by the board as part of the 2022 personnel benefits package. Without another policy or contract to supercede it, the library director is covered by the same benefits package.

Self-evaluation from Director Stanczak to have competed in time for the May meeting. Laura Bollman is working to formalize the way of evaluating the director, to have records and a procedure for the library to use from here out: a living, breathable document that will be here as board members and staff come and go.

### **New Business**

*Approval of Audit Engagement Letter from Gabridge & Co. for FY 2021*

Board members have a copy of the letter for their records.

Motion to appoint Treasurer Brautigam to sign the letter for the audit. Made by Grant, 2nd by Koehn. All in favor. Motion carried.

### **Director Update**

Facilities - leaks in the roof (again). There's a low point in the pipe. It is leaking in the Naomi Room. It only leaks when there's a ton of rain.

We need a Commercial electrician to look at the pipes...is the leak the result of old metal pipes seeping water? Cindy is building an evidence trail of all the information she gathers.

COVID considerations - CDC says Michigan is entering a transitional phase.

You could liken cases to a Tsunami - Storm Surge - Wave - Ripple. The aftermath of spring holidays appears to be a ripple, rather than a wave. And that means we are looking forward to relaxing/removing safety precautions - for example masks for patrons being recommended instead of required, as well as some changes to things in the library like removing keyboard covers, etc.

Staffing - 12 applicants for 3 positions followed the instructions. (more than 30 did not!)  
Planning to schedule interviews next week.

### **Public Comment**

Sue Farley voiced questions - Did the Adrian bookkeeping company give a quote?  
Yes, and it was less than the current company fees.

Another question regarding the process for evaluating the director.  
Laura Bollman explained: Director Stanczak will complete the self-evaluation questionnaire and also detail her priorities. Then the board will have a meeting to discuss her priorities with the Board's own priorities. Finally, the board will then meet with her to talk about the new (joint) priorities for the year. This meeting will be an annual June meeting for the upcoming year.

### **Board Comment**

Motion to excuse Carolyn Gilg and Sue Farley made by Koehn, 2nd by Grant. All in favor, motion carried.

### **Adjournment**

Motion to adjourn meeting made by Bollman. All in favor, motion carried. Meeting adjourned at 7:17 pm.

Next meeting May 26, 2022.