

Albion District Library  
Board of Trustees Meeting  
Naomi Lane Room  
March 31, 2022

The meeting was called to order by President Carolyn Gilg at 6:12 pm.

### **Roll Call**

Present: Carolyn Gilg, Laura Bollman, Courtney Lehwald, Kathryn Brautigam, Dixie Grant.

Absent: Susan Farley (excused), LoriRene Koehn (no-show/unexcused).

### **Public Comment**

ADL Deputy Director Lynn Schofield-Dahl is present via zoom as staff..

### **Approval of Agenda**

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

### **Old Business**

*February 24, 2022 Meeting Minutes*

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

### *Financial Statement Review/Notes*

Electrical panel/Fuse box on main floor keeps shorting and needs to be replaced.

Director Stanczak received a quote for \$3,500 from LM Electric and brought the proposal to Treasurer Brautigam. This includes complete replacement, parts, labor, and drywall repair. President Gilg directed it to go before the Facilities Committee first for consideration.

Search for new bookkeeper Director Stanczak met with a new potential payroll/bookkeeping firm in Jackson. It's a small, family-run business (5 sisters carrying on parents' business). It seems like it might be a good fit for our size library. Three other larger firms contacted decline to provide a quote. This firm only does payroll, bookkeeping, and tax preparation. Stanczak is waiting on a quote to bring to board.

Related concerns regarding financial statements: Director Stanczak notes that, due to challenges with current payroll/bookkeeping firm, and payroll journal entries and bank reconciliations not being entered, the balance sheet is incorrect at this time. The Profit & Loss report, though, is correct with the exception of the payroll lines, as the remain bookkeeping (invoices, deposits, etc) are completed by ADL staff in-house. Payroll is

being paid/charged; however, the related data entry and bank reconciliations are not being entered into our Quickbooks. Director Stanczak's contact with the parent firm was successful. Invoices for services provided since last bill received (August 2021) are waived and current services will be supported through the end of May 2022, and migration to another provider assisted. They said to consider anything from the last bill until transition to a new provider as an in-kind donation to the Library.

In summary of financials: The check detail is correct. All P&L is correct *except* payroll section. Balance Sheet is not correct, and has not been updated much at all since the end of December 2021.

Motion to accept financial statements (as presented) - made by Bollman, 2nd by Lehwald. Roll call vote: Gilg - yes, Bollman - yes, Brautigam - yes, Lehwald - yes, Grant - yes. Motion carried.

### **Committee Reports**

Policy - meeting in April.

Personnel - looking for past documents to take action for Cindy's annual review.

Finance - no meetings held yet...expected to meet in July.

Facility - meeting to be called soon to review electrical service quote for new panel

### **New Business**

*None*

### **Director Update**

Friends of ADL wishlist items were tentatively approved at their last in-person meeting. Friends was meeting virtually at the same time as Board. Based on conversations with the Friends President, Syd Dulaney, Director Stanczak reports: Summer Reading, Wowbrary newsletter subscription, staff refrigerator, and hotspots are likely to pass. Friends may decline the movie license, and one of the two staff microwaves requested is no longer needed (the library received one as a going-away gift from Kat McDonald - Thank you, Kat!).

Secretary Lehwald asked about the partnership between MDHHS (Michigan Department of Health and Human Services) with ADL mentioned in the director report. Detroit Free Press posted an article about the distribution of at-home COVID test kits through several (70) libraries around the state, saying the kits are a "tool to keep the community safe." The selected libraries are able to provide this public service free to residents (like tax forms) and help those with less access to health care and/or reliable testing. Director Stanczak reports that this service has brought in new people to the

library, helping to build positive relationships in the community.

**Public Comment**

Deputy Director Schofield-Dahl: Getting ready for summer reading and more in-building programming. She is handling applications for the 3 available part-time positions. There are at least 4 applicants (who have followed the instructions), but the application period closes in mid-April.

**Board Comment**

None

**Adjournment**

Motion to adjourn meeting made by Bollman, 2nd by Brautigam. All in favor, motion carried. Meeting adjourned at 6:53 pm.