

Albion District Library
Board of Trustees Meeting
May 26, 2022

The meeting was called to order by Laura Bollman at 6:11 pm.

Roll Call

Present: Caroly Gilg, Laura Bollman, Kathryn Brautigam, Courtney Lehwald, LoriRene Koehn, Susan Farley

Absent: Dixie Grant - excused

Public Comment

None present

Approval of Agenda

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

Old Business

April 28, 2022 Meeting Minutes

Motion to approve revised minutes made by Bollman, 2nd by Koehn. All in favor, motion carried.

Financial Statement Review

Balance Sheet: Nothing notable.

Profit & Loss:

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Property tax revenue from City of Albion (Line 402.00) came in above budget (105.3%). Property taxes from Sheridan Township (line 404.00) are also up (102.8% increase), as expected. Property taxes from Albion Township (405.00) are lower than anticipated (97.6%), somewhat expected. LCSA (573.00) also came in above budget.

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Total Income: 90% of total annual budget. We are doing well.

Total payroll expenses (line 700.00) within the budget. By this point in the fiscal year, we would expect expenditures at approximately 33%, and are currently at 27.5% due to the 3 vacant part-time positions until early June.

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Total Expenses - have spent 30.9% of the annual budget, still well within budget.

Check Detail:

Notable: Check 2000 to Homer Public Library for 25% of millage tax revenue from Albion Township in accordance with our district library agreement.

Director Stanczak has contracted with a new Payroll Provider (WorkForce PayHub).

The bookkeeper (Donna Baker & Associates) will be engaged as needed with an hourly fee of \$85. This has been detailed in the Director's Report.

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

Committee Reports

Policy - did not meet. Some draft/recommendation documents have been created in partnership with Albion College's Non-profit Writing course project work, specifically a review of our Drug & Alcohol and Harassment policies in the Personnel Handbook.

Personnel - Committee Chair Bollman and member Trustee Farley met and worked on a Director Self-Evaluation form as well as Board of Trustees Evaluation of Director.

Facility - did not meet.

Finance - did not meet. Will meet in early July.

New Business

Contracts for Workforce PayHub & Donna Baker & Associates

There were time constraints (the previous company had agreed to do payroll through the end of May), this decision was within budget, and it is a monthly contract, so if it does not work, we are able to make changes as necessary.

Donna Baker has an \$85/hour fee to help clean up the messy bookkeeping as needed. Both firms are out of Adrian. All of the work is remote.

Update on benefits providers (AFLAC, Life/LTD insurance)

Our (prior) AFLAC representative has moved out of state. We have identified a new representative - Chris Boudrey. Due to a multi-month delay in implementation with our new employer-paid life and long-term disability insurance provider, Director Stanczak has requested quotes for the same services from another provider for comparison.

Discussion of financial authorization tiers and process (Committee + Board, Board, Treasurer)

Director Stanczak's question: In what circumstances for changing provider of a budgeted expense, and is less than \$10,000 (the limit to which the director can legal authorize without Board action)? Usually we have a bid process. In this circumstance of the payroll budget or the life insurance, it was merely a change of vendor for an approved expense and within budget, but an extended delay for bidding was not possible. In what circumstances can the director, treasurer, and president sign without the agreement of the board versus ring it to the board at the next meeting for documented approval versus refer it to the committee first, then the committee would recommend the change to the board?

President Gilg

A long, drawn out process seems unnecessary as long as the Director contacts the Treasurer and President. The Board directs the Director to use the following framework, subject to change as needed:

1st level - IF it is along the lines of changing the vendor but not impacting current budget, then the Director may get support from President and Treasurer, especially in the case of a short timeline and notify the Board at the next scheduled meeting.

2nd level - IF the expense is overbudget or unbudgeted, or in excess of \$10,000, the question will be brought to the Board for action.

3rd level - IF it is a big, long, major project (examples include budget amendment or expenses related to large facility projects), then the Board would refer the process to committee (or it would automatically go to committee), which would meet and then make recommendations to the Board for action.

Director Evaluation

Director evaluation will take place in June going forward. VP Bollman and Trustee Farley provided an evaluation form for Trustees to fill out. Trustees will review the Director Self-Evaluation form and fill out the Trustee evaluation form and return forms to VP Bollman.

Director Update

Staffing/Administration - We have confirmed 3 new hires for the 3 vacant part-time positions (25-30 hours/week) beginning June 6th. That week is also the first of school summer vacation, with Summer Library Program 2022 beginning June 13. Our Children's Room resumes open hours beginning June 6. Lots will be going on at the same time!

Public Comment

No public, no public comment.

Board Comment

Motion to excuse Dixie Grant made by Koehn, 2nd by Farley. All in favor, motion carried.

Adjournment

Motion to adjourn meeting made by Bollman, 2nd by Brautigam. Meeting adjourned at 7:45 pm.

Next meeting May 26, 2022.