

Albion District Library
Board of Trustees Meeting
Naomi Lane Room
November 17, 2022

The meeting was called to order by President Gilg at 6:09 pm.

Roll Call

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

Absent: none

Public Comment

None

Approval of Agenda

Motion by Bollman, 2nd by Farley, accept approval of agenda as presented, subject to emergency revisions. All in favor, motion carried.

Old Business

September 22, 2022 Regular & Public Budget Hearing Meeting Minutes

Motion to approve minutes as presented - made by Koehn, 2nd by Farley. All in favor, motion carried.

Financial Statement Review

Check Detail (September 2022)

No issues or unusual business.

P1 Decker Equipment - new vendor for chair foot sliders to protect carpet.

P1 Donna Baker & Associates - \$1000 for the clean-up by new bookkeepers, including review of last two years of auditor journal entries and bank statements.

P3 Dollywood Foundation - paid with annual spendable amount from DPIL endowment held at Albion Community Foundation. Monthly expenses are paid by pre-paid credit and new funds sent 1-2 times per year, as needed, when credit is expended. This reflects the annual spendable amount of \$11,200.

Balance Sheet (January-September 2022)

Page 1, Line 300 - Balances didn't yet reflect the transfer of funds from the general fund to repay the Facility Fund from last month's meeting.

Profit and Loss (January-September 2022)

Line item 667/Rent. Room rentals were down due to COVID and low usage. Most years, a local UAW chapter, driver education classes, and law depositions have rented the meeting room space, but due to the circumstances the last 2 years (COVID), rentals have been down. UAW will be booking for next year.

Page 2, line 675/Restricted Contributions - over budget 175%. This is expected, as we don't budget for donations/contributions until mid-year and year-end amendments, unless they are committed in advance.

Page 2, line 700/Personnel - under budget, as expected, at 69.4%. There was room in the budget to start a new Employee Assistance Plan (EAP) early as approved.

Page 3, line 982/Collection Development - under budget, as expected. Large orders of new materials are pouring in. Total expenses at 71.5% of budget.

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

Committee Reports

Policy - meeting intermittently. It's hard to get all 5 people to meet at the same time! There will be a virtual meeting tomorrow.

Personnel - No action.

Facility - No meeting.

Finance - Meeting on 12/5 to work on year-end budget amendment.

New Business

No new business.

Director Update

ADL needs a new trustee from Albion Township, as Susan Farley's interim term ends Dec 2022. City of Albion is considering Eric Krause, a member of the public currently serving on the Finance Committee, and will appoint at the November 21 council meeting. Potential trustees can contact Cindy regarding job description, time commitment, etc. or just for more information. Mandatory in-person, rather than virtual/remote, participation has proven the difficult hurdle to recruitment, since the amendment to the MI Open Meetings Act (OMA) expired in Dec 2021. Hopefully, the MI House and Senate will move forward on a new amendment that allows virtual participation on local government boards now that midterm elections are over.

Motion to Excuse Absent Trustees

None

Public Comment

None

Board Comment

December meeting will include Year-End Budget Amendment and an update to the Library's chart of accounts to come in line with the new MI Uniform Chart of Accounts.

Adjournment

Motion to adjourn meeting made by Bollman, 2nd by Grant. All in favor, motion carried. Meeting adjourned at 6:43 pm.

Next meeting: December 15, 2022 - 6:00 pm