

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

The meeting was called to order by President Gilg at 6:29 pm.

### **Roll Call**

Present: Carolyn Gilg, Laura Bollman, Kathryn Brautigam, Courtney Lehwald (6:07 pm),  
LoriRene Koehn

Excused: Susan Farley (present via Zoom, non-voting per current Michigan Open  
Meetings Act)

Absent: Dixie Grant

### **Public Comment**

None

### **Approval of Agenda**

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

### *Financial Statement Review*

#### Check Detail (September 2022)

No issues or unusual business.

#### Balance Sheet (January-September 2022)

Page 1, line item 904 - DPIL Endowment Fund held at Albion Community Foundation is now self-sustaining and earning interest. We withdrew only \$3500 each year for the first three years of the endowment to allow interest to grow and create a cushion to absorb market fluctuations and protect the \$250,000 principal of the fund. The current balance is \$319,574, and we received \$11,200 in spendable funds this year, which has already been paid to the Dollywood Foundation for our ongoing monthly expenses related to the service.

#### Profit and Loss (January-September 2022)

Page 2, line item 700/Payroll Expenses - In line/under budget as expected at 65.3% of annual budget. So all is going well with the new Circ+ payroll model.

Page 3, cost center Utilities, Building, and Grounds - In line at 63.8% of annual budget, though some expenses, such as natural gas, go up during the colder months.

Page 3, line item 982.07/Periodicals - Print magazines will resume in a smaller scale (than 2019 or 2020) for 2023, with some subscriptions arriving early beginning in

November or December.

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

### **Committee Reports**

*Policy* - will be meeting tomorrow. Meetings through the end of the year are weekly on most Fridays. Current topics are: Selection Policy (including material selection, weeding, challenges, and recommendations), and then Computer Use.

*Personnel* - Board member Bollman is working on writing the Job Description for Director and thinking about how to promote the public's input/involvement, to include outside voices/community member participation on committees.

*Facility* - Committee has not met. Library is on the waiting list for a new HVAC unit, with tentative installation in March or April 2023, when the unit is available and the winter weather breaks.

*Finance* - Committee meets in early December to work on year-end budget amendment and chart of accounts update to come into line with the new MI Uniform Chart of Accounts.

### **New Business**

*Repay Dedicated Facility Fund \$134,550 from General Fund  
(FY2021 budget surplus, per FY2021 Audit Report)*

\$134,550 is the final figure from the FY2021 audit report as budget surplus. \$139,111 was the final amount (documented in the FY2020 audit report) as for the mold remediation and roof replacement. The Board and Director anticipated a 3-5 year repayment of the dedicated facility fund, however the unique nature of 2021 saw 96.7% available as a one-year budget surplus. The current Board of Trustees had expressed interest at the August meeting in repaying the facility fund faster, should the funds be available. The dedicated facility fund is \$300,000. Director Stanczak requested direction to either repay/transfer from the general fund to the dedicated facility fund, the \$134,550 FY2021 budget surplus or the full \$139,111 building project cost. Board agrees to replenish the full amount.

Motion to repay the dedicated facility fund a total of \$139,111 (total expenditure for 2020-2021 mold remediation and roof replacement), made by Koehn, 2nd by Bollman.  
Roll call vote: Gilg - yes, Bollman - yes, Brautigam - yes, Lehwald - yes, Koehn - yes.  
Motion carried.

### *Adoption of FY2023 Benefits Package*

Changes were fleshed out in the September joint Personnel-Finance committee

meeting.

The library has in recent years had much increased turn-over. Some of these changes reflect shifting staffing structures, including part-time staff working more average hours than when the calculations were originally done. Many of these decisions appear to have been made initially when we were a department of the city and subject to their requirements.

#### Changes under Sick Leave:

- FT accrued at 8 hours per month and PT at 5% of hours worked. The change was to make it a flat 6% for FT and PT, and reflected a logistical challenge of our current payroll provider.
- New staff accrue sick time immediately, but cannot use it until having worked 6 months. The change is made to allow access at 3 months instead of 6 months.
- Increasing the maximum/cap on how many hours staff can accrue before it stops, not how much they can use. The current caps reflect a smaller average number of weekly hours and would not allow part-time staff to reserve the minimal 12 weeks needed to cover short-term disability.

#### Changes under Vacation Pay:

- 1-2 years - 1 week vacation
- 3-5 years - 2 weeks
- 6-9 years - 3 weeks
- 10+ years - 4 weeks

#### Bereavement Leave

- “Shifts”, not “days” of paid bereavement leave.

#### Employee Assistance Program (EAP)

- Switching from Bronson HelpNet to Call-a-doctor Plus (telehealth provider)
  - Unlimited services for employee and family
  - This is already included in the budget, as it was considered and calculated during the FY2023 original year budget planning.

Motion to adopt the FY2023 Benefits Package, made by Brautigam, 2nd by Koehn.  
Roll call vote: Gilg - yes, Bollman - yes, Brautigam - yes, Lehwald - yes, Koehn - yes.  
Motion carried.

#### *Implementation Timeline for Sick Leave & EAP changes*

Fiscal year begins in January, but since there is room in the budget for this year, Director Stanczak requests initiating these changes for Sick Leave to start with next payroll and for EAP to be put in place as soon as the Call-a-doctor Plus contract can be put into place.

Motion for earliest adoption of sick-leave and EAP changes made by Bollman, 2nd by Koehn. Roll call vote: Gilg - yes, Bollman - yes, Brautigam - yes, Lehwald - yes, Koehn - yes, Motion carried.

**Director Update**

Nothing to add to the report included in the packet.

Woodlands Library Cooperative benefits handout included for Board.

There are two board positions open in January - City of Albion, Albion Township.

**Motion to Excuse Absent Trustees**

Board member Dixie Grant recorded as absent.

**Public Comment**

None

**Board Comment**

Lynn Schofield-Dahl is leaving the ADL for a position at Jackson District Library.

Comment by President Gilg on behalf of the Board: "Thank you for your 3 years here and we wish you all the best going forward. You will be missed."

**Adjournment**

Motion to adjourn meeting made by Koehn, 2nd by Brautigam. All in favor, motion carried. Meeting adjourned at 7:25 pm.

Next meeting: November 17, 2022 - 6:00 pm