

Albion District Library
Board of Trustees Meeting
June 30, 2022

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

Roll Call

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

Public Comment

None present

Approval of Agenda

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

Old Business

May 26, 2022 Meeting Minutes

Corrections needed to note Gilg, rather than Bollman, called the meeting to order, and spelling error one Page 1. Motion to approve revised minutes made by Bollman, 2nd by Koehn. All in favor, motion carried.

Financial Statement Review

Balance Sheet: Nothing new or notable. As reported, the individual account balances will be updated with the auditor journal entries and bank statement adjustments when the new bookkeeping firm begins their work.

Profit & Loss:

Page 1

665.01/Interest-ADL: This is interest on our bank and investment accounts, which will be entered by the new bookkeeper from our bank statements during the clean-up process.

Page 2-3

In general, all expense cost centers, and most individual line items, are at or near the expected 41% of total budget for 5 months into a fiscal year. The few that exceed that are either lines that are adjusted during mid-year budget amendments or those with single, large annual expenses. Total expenses stand at 36.8% of annual budget.

Check Detail:

Notable: Michigan Library Association (05/02/2022, #2692) and (ARSL) Assoc. For Rural and Small Libraries (05/02/2022, #2685) are annual membership fees. Homer Public Library (05/05/2022, #2696) is 25% of the 2021 delinquent property taxes received from Calhoun County from Albion Township. Calhoun County Treasurer (05/21/2022, #2704) is chargebacks to taxes that were challenged.

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

Committee Reports

Policy - did not meet. Chair Gilg notes that Kimberly Arndts and Gloria Fisher have agreed to serve the Policy Committees as members of the public.

Personnel - Director evaluation and goals. Chair Bollman recommends that the committee create a director job description to assist with the evaluation process. The committee will craft a proposal and bring it to the Board for approval.

Director Stanczak requested direction on when the merit increase (included in the benefits package to take effect when an ADL employee successfully completes their annual evaluation and meets/exceeds expectations and goals) should go into effect (payroll or pay date). Motion that director merit increase should go into effect beginning the first pay period following the meeting at which the Board completes the evaluation. 2nd by Brautigam. Roll call vote: Gilg - yes, Bollman - yes, Brautigam - yes, Koehn - yes. Motion carried.

Facility - did not meet. Chair Koehn notes that local community member Jim Hunt has agreed to serve on the committee.

Finance - did not meet. Chair Brautigam notes that community member Eric Krause has agreed to serve on the committee. The first meeting is scheduled for July 16.

New Business

No new business.

Director Update

Director Stanczak notes that the Friends of ADL Board is scheduled to meet in early August to discuss advocacy efforts and planning for the 2022 September Festival Book Sale.

Public Comment

No public, no public comment.

Board Comment

Straw poll was conducted to determine availability for the Board of Trustees meeting scheduled for July 28. Initial response of present trustees indicates quorum. Meeting remains scheduled for July 28.

Adjournment

Motion to adjourn meeting made by Bollman, 2nd by Brautigam. Meeting adjourned at 7:26 pm.

Next meeting May 26, 2022.