

Albion District Library
Board of Trustees Meeting
Naomi Lane Room
January 26, 2023

The meeting was called to order by President Bollman at 6:16 pm. Secretary Lehwald had contacted Director Stanczak with her regrets and inability to attend the meeting. Director Stanczak volunteered to record minutes.

Roll Call

Present: Carolyn Gilg, Laura Bollman, Kathryn Brautigam, Eric Krause, Lori Rene Koehn

Absent: Courtney Lehwald

Public Comment

Philip Kidder (prospective trustee for Albion Township) and Syd Dulaney (Friends of Albion District Library). Syd shared that the Friends are looking forward to seeing the Library wishlist for 2023, the next meeting is scheduled for February or March, considering an employee appreciation event in April during National Library Week, and March as Reading Month.

Approval of Agenda

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

Seating of 2023 Board of Trustees/Annual Meeting

Trustee Conflict of Interest Disclosures

Distributed and collected by Director Stanczak.

Officer Elections

Secretary - Trustee Lehwald is currently Board Secretary and communicated with Director Stanczak in advance of the meeting that she would be willing to remain in the role unless another trustee was interested. With no other nominations/volunteers, the slate was closed. Motion to appoint by Koehn, 2nd by Bollman. All in favor, motion carried.

Treasurer - Trustee Brautigam is currently Board Treasurer and is willing to remain in the role unless another trustee was interested. With no other nominations/volunteers, the slate was closed. Motion to appoint by Bollman, 2nd by Koehn. All in favor, motion carried.

President - Current president, Trustee Gilg, expressed that she'd like to see turnover in the roll, and nominated Trustee Bollman. With no other nominations/volunteers, the slate was closed. Motion to appoint by Koehn, 2nd by Krause. All in favor, motion carried. Trustee Gilg turned meeting over to incoming president, Trustee Bollman.

Vice President - Trustee Gilg volunteered to serve. With no other

nominations/volunteers, the slate was closed. Motion to appoint by Koehn, 2nd by Krause. All in favor, motion carried.

Committee Appointments

Finance - Treasurer (Brautigam) is de facto chair of the Finance Committee. Trustees Krause and Lehwald have agreed to remain on the committee and may seek out members of the community to serve, as well.

Policy - Current committee chair Gilg has agreed to continue. She will contact the current community members and update the Board.

Facility - Current committee chair Koehn has agreed to continue. She will contact the current community members and update the Board.

Personnel - Current committee chair Bollman has agreed to continue. She will contact the current community members and update the Board.

Determination of 2023 Meeting Schedule

Tabled until the February 23 meeting when the Board should be complete. Trustees Koehn and Lehwald shared that they may be absent at that meeting and will take the next month to review their personal schedules and share their availability with President Bollman or Director Stanczak so that it can be considered at that time. Motion to table item by Gilg, 2nd by Koehn. All in favor, motion carried.

Resolution to Appoint Bank Signatories

Resolution was read aloud by President Bollman. President Bollman, Treasurer Brautigam, and Director Stanczak were selected as authorized signatories for ADL financial accounts. Motion by Krause, 2nd by Gilg. Roll call vote: Gilg-yes, Brautigam-yes, Koehn-yes, Krause-yes, Bollman-yes. Motion carried. Due to the absence of Secretary Lehwald, VP Gilg signed the resolution as witness.

Old Business

December 15, 2022 Regular & Public Budget Hearing Meeting Minutes

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

Financial Statement Review

Director Stanczak noted the changes to the names and some movement of line items on the profit & loss statement and balance sheet related to the updated chart of accounts. Some names have been abbreviated due to character limits in Quickbooks name fields, and some were moved between cost centers due to changes in their designated numbers in Michigan's new Uniform Chart of Accounts. The auditor was contracted to work with the director to assign the new numbers, and every line item number on the both the P&L and balance sheet needed to be manually updated due to the addition of another digit. Director Stanczak noted that all numbers had been updated except expense items on the P&L, but those would be in place by the next meeting.

Check Detail (December 2022)

Page 1-2, Alerus Financial: These nine EFT transactions reflect the bookkeeper making transfers to Alerus/MERS for our accrued pension, retirement 457 & Roth, and retirement healthcare savings accounts, which had been held since we moved payroll firms.

Prospective member Phil Kidder asked if ADL had a petty cash fund, and Director Stanczak affirmed that there is not currently, though there was one in the past. If any staff member purchases items on behalf of the library, a reimbursement is requested via check, which is approved through the normal payable system for proper audit trail.

Balance Sheet (December 2022)

No items of note beyond the chart of account changes. Treasurer Brautigam reminded the Board that expenses for 2022 will continue to flow in for the next few months and be entered for FY 2022. Director Stanczak noted that at February and March meetings, an updated December 2022 financials will be included in the packet.

Treasurer Brautigam and Director Stanczak note that one of the first things the Finance Committee will address, now that financial signatories have been appointed, is to create plans to clean up our diverse bank accounts, consider investment options for trust funds now that interest rates have increased, and moving our dedicated facility and technology funds to other local financial institutions, so that more is covered by FDIC insurance.

Profit and Loss (December 2022)

Income is as expected. Expenses are on target, though the collection development/materials budget is under budget, which is expected and will be addressed with a roll-over of funds into FY2023 after the audit is complete.

Treasurer Brautigam asked if the Blomquist bequest would be included in FY2022 or FY2023. William (Bill) Blomquist was a long-time volunteer in the Library's Local History Room and remembered ADL in his estate planning to receive 20% of his estate. Director Stanczak noted that the check had arrived and at a much larger figure than anticipated at over \$177,500. This bequest, which includes an additional IRA currently at Huntington Bank, is restricted to benefit the Local History Room. Treasurer Brautigam and Director Stanczak noted that the best return on this bequest may be to endow it at the Albion Community Foundation as ADL did with the Dolly Parton Imagination Library endowment.

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

New Business

2023 Personnel Benefits Package Amendment

After the benefits package was adopted in October and it was distributed to staff, it was

discovered that the change in the vacation accrual change had cut the vacation benefit for the new staff hired in the last two years. Director Stanczak requested that the board adopt amended language to include a grandfather clause that keeps the current 2 equivalent week vacation accrual for staff hired in 2021 or 2022. The clause would be defunct in two years because those employees who were hired in 2021/2022 would meet the new accrual rate. Director Stanczak assured the Board this change would have no financial impact as vacation is used in place of regular pay, unless it is taken as payout at 50%, which is already planned for in the budgeting process.

Motion by Brautigam, 2nd by Koehn. Roll call vote: Brautigam-yes, Koehn-yes, Krause-yes, Bollman-yes, Gilg-yes. Motion carried.

Director Update

Director Stanczak notes that when the meeting schedule has been set, she will coordinate with Woodlands Library Cooperative Director Kate Pohjola-Andrade for a trustee training and orientation event.

Motion to Excuse Absent Trustees

Motion to excuse Trustee Lehwald by Krause, 2nd by Gilg. All in favor, motion carried.

Public Comment

None

Board Comment

VP Gilg asked where the American Library Association annual conference is held this year. Director Stanczak confirmed that it's in Chicago this year and there may be a travel bus rented by the library co-op to take staff or board members to the conference for the exhibit hall. Discussion by the board regarding sending staff or board members.

Adjournment

Meeting adjourned at 7:58 pm.

Next meeting: February 23, 2023 - 6:00 pm