

Albion District Library  
Board of Trustees Meeting  
Naomi Lane Room  
March 23, 2023

The meeting was called to order by President Bollman at 6:30 pm.

### **Roll Call**

Present: Laura Bollman, Carolyn Gilg, Kathryn Brautigam, LoriRene Koehn, Eric Krause, Phillip Kidder  
Absent: Courtney Lehwald

### **Public Comment**

None present

Note by Director Stanczak to Trustees that the meeting packet included the updated ADL District Library Agreement (DLA) and By-laws, as we found that initial board binders for the last few new trustees included the older versions without the updates required following the annexation of Albion Public Schools by Marshall Public Schools. The older documents were accidentally included instead of the newer. Director Stanczak gave a brief overview of the ADL service area as it relates to the signatories of the DLA.

### **Approval of Agenda**

Motion by Koehn, 2nd by Krause, to accept approval of agenda as presented. Krause request to amend.

Motion to amend by Gilg, 2nd by Kidder, to amend agenda to include the following items: discussion of MI Arts & Council Capital Improvement Grant; discussion of need for generator and/or building-wide surge protection; and Naomi Lane Room storage closets. All in favor, motion to amend agenda carried.

### **Old Business**

*January 26, 2023 Regular Meeting Minutes*

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

### *Financial Statement Review*

#### Profit and Loss (December 2022, amended)

Several lines (including 573/LCSA, 656/Penal Fines, and 503/Federal Grant-USAC E-rate) are counted for this year but don't arrive until March. They will then be moved to the 2022 Budget by the auditors.

Personnel expenses came in under budget, and the auditors will move the one week of Dec 25-31 back into FY2022 during the audit.

Fiscal year 2022 total expenses are currently at approximately 90% of budget, with the only significant outstanding expenses being backordered materials (books, etc) that have been backordered and aren't billed until they are shipped. As unspent material and programming funds will be requested to roll over into the new fiscal year after the audit at mid-year amendment, if backordered items arrive and are billed after the end of March, it will not negatively impact the FY2023 budget.

#### Check Detail (December 2022)

SBIS (SBAM insurance) voided check and ACH were the result of an administrative service change and resulting delay in our check being sent from one location to the other. We authorized a one-time ACH to keep our health insurance coverage with the caveat that the check would be returned. It was cashed instead, so Director Stanczak is working with SBIS to have it properly recorded and a credit for the duplicate payment reflected on our account.

#### Check Detail (January 2023)

2917/Friends of ADL is the pass-through check from the dedicated expense line item that matches the dedicated revenue line item where we've received book sale funds over the course of the year.

#### Balance Sheet (February 2023)

Total Assets is up 11% year over year, but this includes the \$117,000 Blomquist bequest. Finance Committee will meet in March or April to consider current placement of library monies and investment opportunities to improve our coverage under FDIC and improve return rates.

#### Profit and Loss (January-February 2023)

Several lines (including 573/LCSA, 656/Penal Fines are counted for this year but don't arrive until March. They will then be moved to the 2022 Budget by the auditors.

811/Liability and property insurance for 2023 came in higher than anticipated, but it will be addressed at mid-year amendment.

Director Stanczak notes that while the budget is on-target for the end of February, the biggest expense variable for this time of year is natural gas and snow removal costs.

Inquiry by Kidder on the logistics of Dolly Parton Imagination Library, DPIL endowment at Albion Community Foundation, and payments to Dollywood Foundation. Brief explanation and discussion.

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

#### *Determination of 2023 Meeting Schedule*

Trustee Lehwald absent. Director Stanczak reports that in prior discussion with her, that

Thursdays were the best option for her. Initial reason for discussion was that the fourth Thursday meetings in September, November, and December were regularly moved to third Thursday due to the timing of original budget submission to the county and the winter holidays. President Bollman is not available on third Thursdays. Director Stanczak will send out an email to trustees to gather information on availability on Tuesdays and Thursdays.

Motion to table item to April board meeting by Krause, 2nd by Kidder. All in favor, motion carried.

### **Committee Reports**

*Policy* - Has not met. Will be working on selection policy and then considering the fines and fees policy. Question by Trustee Kidder on selection policy, given the wide-spread material challenges. Director Stanczak gave a brief overview of the current situation facing school and public libraries regarding materials selection and reconsiderations, and how it interacts with our responsibility to our community of taxpayers. Michigan Library Association has sent out a clarification document addressing accusations of “obscene” materials, which Director Stanczak will forward to the Board.

*Facility* - Has not met yet. One community member on the committee has recently had a significant surgery, and so it’s currently available.

*Personnel* - Has not met, but Chair Bollman needs additional trustees on the committee. Personnel Committee only meets to address rare personnel issues, the annual evaluation of the director in June, and as part of the original budget and benefits package in the fall. Trustees Brautigam and Kidder were added to the committee. Chair Bollman has gathered information to draft a formal director job description. Director evaluation is due in June. Chair Bollman notes a need for a new strategic plan, which was part of the director's goals. Director Stanczak will reach out to WLC co-op director to get mission and vision statements worksheets to begin work with staff and board.

*Finance* - Will meet in March or April to consider Library fund investments.

### **New Business**

#### *Discussion of MI Arts & Council Capital Improvement Grant*

Krause brought to the attention of the Board the MI Arts & Council Capital Improvement Grant, up to \$50,000, and that they like supporting improvements to historic buildings. Trustee Krause has learned of a local grant writer who has written several of these applications for non-profits and could be an option for us to outsource the application.

#### *Discussion of Need for Generator and/or Building-wide Surge Protection*

Director Stanczak has been in contact with the electrician to determine options for building-wide surge protection following the numerous power outages and brownouts in the last few months, one of which came back with surges which damaged some equipment. The Board can direct the Facility Committee to investigate and present options and feasibility to the Board at-large. Motion to refer investigation of

building-wide surge protection and generator options to Director Stanczak and Facility Committee, made by Krause, 2nd by Kidder. All in favor, motion carried.

*Naomi Lane Room storage closets*

Director Stanczak will purchase the closets so that programming supplies can be moved out of the mechanical and roof access rooms.

*2023 ADL Wishlist*

Motion to table item to April board meeting by Gilg, 2nd by Koehn. All in favor, motion carried.

**Director Update**

**Public Comment**

None

**Board Comment**

President Bollman requests discussion of revision to by-laws regarding postponement/cancellation of a scheduled board meeting on the April agenda.

**Motion to Excuse Absent Trustees**

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

*Motion to set next meeting date to April 27, 2023, by Krause, 2nd by Gilg. All in favor, motion carried.*

**Adjournment**

Meeting adjourned at 8:13 pm.