

Albion District Library  
Board of Trustees Regular Meeting  
Naomi Lane Room  
June 22, 2023

The meeting was called to order by President Bollman at 6:17 pm.

### **Roll Call**

Present: Laura Bollman, Carolyn Gilg, Kathryn Brautigam, Courtney Lehwald, Eric Krause, Philip Kidder

Absent: LoriRene Koehn - excused

### **Public Comment**

No public present.

### **Approval of Agenda**

Motion to accept agenda as presented by Kidder, 2nd by Brautigam. All in favor, motion carried.

### **Old Business**

*May 25, 2023 Regular Meeting Minutes*

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

### *Financial Statement Review*

#### Balance Sheet (May 31, 2023)

Everything's in order. Thus far in June, ADL has closed 2 of the General Fund (001.001/Huntington DPIL and 002.000/Homestead Savings Bank Technology Fund) and 2 of the Trust Fund (002.001/Blue Ox money market and 002.003/Homestead Savings Bank Trust savings) bank accounts reflected on this balance sheet and invested in 4 CDs through MultiBank Securities (MBS) for a total of \$636,000. The \$3,184.44 from the Huntington Bank DPIL account was sent to the Dollywood Foundation to fund our ongoing DPIL services.

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

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Line item 101.000 (Local millage and taxes): We have received 99.7% of our original budget for the year.

Line item 674 (Private donations and grants): Currently 233.3%, as we never budget for donations in the original budget, unless it's already been committed. Otherwise, we don't know what we will receive each year.

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Total Income YTD is 94%, and a good figure at this point in the fiscal year.

Line item 700 (Personnel): Currently 36% of budgeted payroll expenses for the year, and below budget for 5 months into the fiscal year (generally 40-42% of budget). ADL is now fully staffed and heading into our busiest time of year - summer.

### Check Detail (May 2023)

Check #3031 to Dollywood Foundation is the check noted in the balance sheet review and the funds from the closed Huntington Bank account.

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

## **Committee Reports**

### Finance

Met June 21 with Shane Williamson, Executive Director of Albion Community Foundation (ACF). Meeting notes were included in the meeting packet. ADL currently CDs will mature in 6-9 months. The Finance Committee recommends that the funds are invested at that point, like our DPIL Endowment, with ACF. In general, ACF's investments generate better returns than savings or CDs, and they can be maintained for separate purposes (Trust, Technology, etc). The Blomquist bequest should also be endowed with ACF when initial expenditures are finalized, though withdrawals after formation are also available. ACF can assist with marketing and public education efforts when we start fundraising. Our big expenses for the next 3 years are facility projects, as we repair/replace the infrastructure and equipment that wasn't well maintained during budget shortfall years and add new equipment, like a generator and surge protector. We have close to \$1 million can invest with ACF, which also keeps it in the community, which helps the Fund do more in the community. This also opens up the possibility of donors contributing to the Library funds.

Benefits of partnering with ACF:

- More oversight (2 directors and boards, and skilled investment professionals)
- Generally better return rates than traditional savings or CDs, based on the growth of our DPIL endowment over the last 4 years
- Our funds stay in the community - better for us and the community at large
- Help us identify opportunities for grants and matching funds
- Funds are accessible twice a month if needed, plus March of each year.  
(We keep enough fund balance in our main checking account to cover the initial cost of unexpected/unbudgeted repairs or additions and then repay the general fund from the appropriate dedicated fund, so we shouldn't need this level of access, but it is good to have this option, should it become necessary).

Spendable amount will be set at 4% of total funds, regardless of market return, which at approximately \$1.03 million, will generate approximately \$41,400 in new spendable interest annually. Should the Board decide to shift funds between accounts, such as the Technology and Facility funds, transfers are possible.

It is the recommendation of the Finance Committee that the board consider approving the transfer of the specified ADL investments to the Albion Community Foundation.

Motion to create a resolution for transfer of our investments into the ACF as discussed by Brautigam, 2nd by Kidder. Roll call vote: Bollman - yes, Gilg -yes, Brautigam - yes, Lehwald - yes, Koehn - (absent), Krause - yes, Kidder - yes. Motion carried.

We have made an agreement with Diamond Cut Lawn & Snow landscaping company for our landscaping project. They will:

- Remove the overgrown lilac bushes, fill in near the building, spreading hostas along.
- Trim the pine tree behind the library that was damaged in the ice storms earlier this year.
- Take down the tree on Superior St - half of it is dead and leaning over M-99. It needs to be taken down. They should be able to take it down in pieces without getting it on the road.
- Add new bedliner, new metal edging, paver path and FADL-funded ADA-compliant picnic table and three (3) benches.

They will also be quoting a much-needed exterior power washing separately, through the Facility Committee.

The remaining accounts at Homestead Savings Bank, our main checking account and the Dedicated Facility Fund, have been Insured Cash Suite program, with daily sweeps into or out of the accounts to keep our funds at HSB at the FDIC limit of \$250,000. The remaining \$1.03 million is held in ICS accounts at 5-6 other banks, at an interest rate currently 10 times the HSB checking account rate, and is immediately and seamlessly available to us at any time. Daily sweeps also insure that even if that day's expenses against the account exceed the account total, it will be covered by the sweep and prevent overdraft.

### Personnel

Board members will turn in their Director evaluations and upcoming will be a Personnel Review Report.

### Policy

There are 2 trustees on the committee, but it has been challenging to find community members to serve. The 2 main topics to work on this year are the Reconsideration Policy, including a separation of policy versus material reconsideration, and the Fines and Fees policy, which will include discussion of going "fine-free."

### Facility

We looked at the enclosed quote from Diamond Cut Lawn & Snow. We had already budgeted for the first 3 items as part of the FY 2023 original budget. The next 3 items (tree removal and trimming) were not anticipated, and therefore unbudgeted, but need to be done for safety (discussed during the Finance Committee report). The final 3 items have to do with the new picnic table and benches funded by Friends of ADL and are part of the project to create a cohesive landscaping area. Friends of ADL has contributed \$1,000 towards the necessary landscaping work. The quote total is \$8,800 + 10% contingency. Current budget includes \$3,000 for garden maintenance, as well as a

\$1,000 contingency fund, plus the \$1,000 from the Friends. The remaining cost is primarily need tree work that is needed for safety, and will be addressed in the mid-year amendment.

The question of the boundary line between the Museum next door and the library staff parking lot came up, as the parking lot may need to be repaved next year. Board discussed getting the area surveyed this year in 2023, even though it's not budgeted. Director Stanczak will request quotes to get a current accurate survey of the Library's property lines.

The new building-wide surge protector will be installed next week.

### **New Business**

#### *Library Director Annual Performance Evaluation*

Soon to be completed. (Mentioned in Personnel Committee Report)

#### *20-ton HVAC Replacement Project Bid Consideration & Award*

We have not received all the bids necessary to proceed as planned tonight. On the positive, the one bid that came in did come in less than expected. Director and Board agreed that price should not be the final determination, but part of a larger matrix that includes experience with the contractor, positive or negative, and long-term maintenance considerations of specific models. Motion to authorize the Director, Treasurer, and President (or her designee), to award the project as long as it is within budget and report back at the next board meeting. Due date is July 10. Motion made by Krause, 2nd by Gilg. Roll call vote: Bollman - yes, Gilg -yes, Brautigam - yes, Lehwald - yes, Koehn - (absent), Krause - yes, Kidder - yes. Motion carried.

### **Director Update**

Enclosed in the packet, no changes.

### **Public Comment - None**

### **Board Comment**

Trustee Eric Krause: We need to focus on promotion, signage, and more resources for outreach outside the library. Also, he would like to see an Historical Marker (around \$5,000) since the library is over 100 years old. This will require some research and planning, perhaps an ad hoc committee.

### **Motion to Excuse Absent Trustees**

Motion to excuse LoriRene Koehn made by Gilg, 2nd by Brautigam. All in favor, motion carried.

### **Adjournment**

Meeting adjourned at 7.58 pm.

Next meeting: July 27, 2023 - 6:00 pm