

Albion District Library
Board of Trustees Regular Meeting
Naomi Lane Room
May 25, 2023

The meeting was called to order by President Bollman at 6:12 pm.

Roll Call

Present: Laura Bollman, Kathryn Brautigam, Courtney Lehwald, LoriRene Koehn, Eric Krause

Absent: Carolyn Gilg, Philip Kidder

Public Comment

Syd Dulaney from Friends of Albion District Library is present.

Approval of Agenda

Amendment requested by Director Stanczak to the New Business item, the Half-day Staff In-service date has been updated to June 7, 2023.

Motion by Koehn, 2nd by Brautigam, to accept approval of agenda as amended. All in favor, motion carried.

Old Business

April 27, 2023 Regular Meeting Minutes

Correction - Call to order, should be "President Bollman" (not "Vice-President Bollman").

Motion to approve the minutes as corrected - made by Koehn, 2nd by Lehwald. All in favor, motion carried.

Financial Statement Review

Profit and Loss (January-December 2022)

Local millage and property taxes met or exceeded the 2022 year-end amended budget.

Total expenses (page 3) were at 90.2%, so, as planned, we came in under budget, though some expenses (including payroll) will be amended up as part of the audit journal entries. Unspent funds in the programming, collection development, and LHR budgets will be rolled over into the current fiscal year once the audit is complete and final figures confirmed. Any other unspent funds will become fund surplus for the general fund.

Balance Sheet (April 30, 2023)

Per the Finance Committee recommendations approved at the April 2023 meeting, some dormant bank accounts have been closed or transferred, including the DPIL saving account at Huntington Bank (formerly TCF Bank, formerly Chemical Bank).

There were various issues with payroll under the former payroll services company.

During the FY 2020 audit (in spring 2021), it was discovered that Director Stanczak 2020 merit increase had not been processed, and also that she was recorded as salaried, rather than hourly. During the 2020-2021 COVID-19 shutdown and phased reopening, this setting overrode the 25 hours/week time sheets she submitted as part of the reduced hour WorkShare program through Michigan Unemployment Insurance Agency. She was overpaid due to this error until it was discovered in 2021. She contacted the bookkeeping firm, auditor, and Board president and treasurer immediately. The Board approved a Memorandum of Understanding (MOU) with Director Stanczak at the June 2021 Board of Trustees meeting to repay the overpayment through payroll deduction, with a length not to exceed 2 years. General Fund line 083.000 Garnishment Receivable references this. Director Stanczak reports that the repayment will be complete in May 2023.

Profit and Loss Budget vs. Actual (January-March 2023)

Page 1, line 674/Private Donations, above budget. We don't budget for donations until they are committed.

Page 2, line 700/Personnel. We are within budget, even with a full staff.

Page 2, line 920/Water & Sewer, and 921/Trash & Recycling, not over budget, but will be adjusted at mid-year amendment.

Page 3, Total expenses - within budget for the year.

Check Detail (March 2023)

Page 3, check #2985 - Great American Financial is the leasing company for the new multi-function printer/scanner/copier in the children's room, which replaced an older, less useful unit in that room. Service on the machine is covered by our contract with Printer Source Plus at a cost per page rate that includes all service and toner.

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

2023 ADL Wishlist

Syd Dulaney (Friends of Albion District Library) met with Director Stanczak and Andy Myers (new ADL Head of Public Services) to discuss items on the current wish list, and what type of projects the Friends are most interested in funding.

Syd Dulaney, President of Friends of Albion District Library presented.

The Friends have identified certain categories:

- Visible to the public.
- Things that are nice for staff that wouldn't be covered under the regular budget, as taxpayer dollars cannot be used for staff appreciation.
- Things the Friends have funded in the past.
- Efforts supporting the Library's millage campaign every 10 years (next is 2026).

Wishlist to be presented to Friends of the Library for funding consideration:

- Summer reading program 2023 - need to confirm the amount (\$1500 or 2000).

- Film public performance rights contract (\$350-420/yr)
- Wowbrary digital newsletter (\$500/yr)
- Renewal of 5 mobile hotspots for circulation for 12 months (\$1800/yr)
- ADA-compliant picnic table plus installation. TBD
- Employee recognition/celebration fund (\$200/yr)

Motion to approve the ADL Wishlist with the price of the picnic table TBD - made by Krause, 2nd by Koehn. Roll call vote: Bollman - yes, Gilg - (absent), Brautigam - yes, Lehwald - yes, Koehn - yes, Krause - yes, Kidder - (absent). Motion carried.

ADL Funds Movement & Investment

Treasurer Brautigam and Director Stanczak have made the following updates/decisions/changes when meeting this month.

- Costs associated with the last brownout were about \$2000, not including wages for employees who were paid, but could not work that day. This shows how significant the generator is, so it remains high on the list.
- 20-ton rooftop HVAC remains on-order, but backordered.
- Superior Industrial, a heavily-referred commercial generator company in Jackson, will visit on June 6 to generate a quote for consideration.
- The majority of the Blomquist bequest has been received, but an IRA at Huntington Bank (formerly Chemical Bank and then TCF Bank) has been delayed due to their transition. In total, we expect approximately \$123,000, which is restricted for the Local History Room.
- Some current bank accounts have gone into dormancy and are costing more in fees than they generate in interest.
- Per the Finance Committee recommendations approved at the April 2023 meeting, 4 short-term CD's have been purchased and dormant/less productive accounts closed, as overviewed below:

Here is an overview of Funds Movement and Investment from this past month:

You can see these on the Balance Sheet.

001.002 **Huntington's DPIL savings account** - Account was closed and the balance sent via check to Dollywood as a credit on our account.

002.001 **Blue Ox money market account** - \$226,000 was invested in a 6-month CD at 5% with Premier Bank. Account closed.

002.003 **Homestead Savings Bank, Trust public funds savings account** - \$160,000 was put into a 6-month CD at 4.75% with PNC Bank. Account closed.

002.000 **Homestead Savings Bank, Technology Fund** - \$250,000 fund principal was split into two 9-month CD's (\$200,000 at 5.3% with JP Morgan Chase Bank and \$50,000 at 5.15% with Bank of America). The remaining balance (spendable interest) was transferred to the Facility Fund, also at Homestead Savings Bank. The Technology Fund account at HSB was closed.

Treasurer Brautigam and Director Stanczak requested confirmation from the Board to continue investigating best options for library's funding, and then report back to the

board. Board agreed Yes.

Discussion of need for an updated Facility Condition Assessment. This detailed document is created by an engineering firm after a thorough investigation of the building and grounds. It details the current age and functionality/status of components (roof, electrical, plumbing, carpet, shelving, HVAC, etc), and short-, medium-, and long-term needs for replacements. The most recent assessment is from 2007-2008, when the Albion District Library assumed control of the property with the creation of the district and legal separation from the City of Albion. We are thinking it would be very beneficial to invest in a current assessment. Price has not been confirmed, but has reached out to the firm the did the 2007-2008 assessment for pricing.

Committee Reports

Finance - Will meet again in June to begin work on the mid-year budget amendment.

Personnel - Director Stanczak will turn in her self-review by June 1 and then President Bollman will email that to board members to complete their personal reviews.

Policy - Has not met.

Facility - Committee Chair Koehn met with Director Stanczak to review the status of this year's priority projects. The building-wide surge protector and 20-ton rooftop HVAC unit for the main floor are both backordered. The initial quote for a generator will begin in June with a site visit. Access/door control and camera security system projects are on hold pending potential outside funding opportunities. The committee will likely meet in August or September to identify priority facility and grounds projects for 2024 as part of the original budget process.

New Business

Staff Development Events

- Half-day Staff In-service - To prepare staff for Summer Reading 2023, which launches on June 10, 2023. The in-service will be June 7, 2023 in the afternoon. The library will be closed for the afternoon, and books will not be due that day. Signs have already been posted.
- WLC Trip to ALA Annual Conference in Chicago on June 24, 2023. The conference only comes to Chicago (driving distance) every 3-4 years. \$65 per seat for the round-trip bus tickets and discounted \$40 entrance fee through the co-op. Total cost of the trip (transportation, entrance fee, small stipend for meals) is \$125 per person. We are proposing to close the library for that day.

Motion to support the library to close and to send staff to the ALA Conference in Chicago, with an amendment to the professional development budget to be addressed at the mid-year budget amendment. Motion made by Krause, 2nd by Koehn. Roll call vote: Bollman - yes, Gilg - (absent), Brautigam - yes, Lehwald - yes, Koehn - yes, Krause - yes, Kidder - (absent). Motion carried.

Director Update

Enclosed in the packet, no changes.

Public Comment - None

Board Comment - None

Motion to Excuse Absent Trustees

Motion to excuse Carolyn Gilg and Phillip Kidder made by Koehn, 2nd by Lewhald. All in favor, motion carried.

Adjournment

Meeting adjourned at 7.54 pm.

Next meeting: June 22, 2023 - 6:00 pm