

Albion District Library
Board of Trustees Regular Meeting
Naomi Lane Room
April 27, 2023

The meeting was called to order by Vice-President Bollman at 6:22 pm.

Roll Call

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

Public Comment

Syd Delaney from Friends of Albion District Library is present.

Approval of Agenda

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

Old Business

March 23, 2023 General Meeting Minutes

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

Financial Statement Review

Profit and Loss (January-December 2022)

Local millage and property taxes were 100% or more.

Total expenses (page 3) were at 90.2%, so, as planned, we came in under budget.

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 (March 31, 2023)

Line item 001.002 Huntington Bank DPIL saving account is dormant and down year over year because of fees.

Total assets are up over 21.4% over last year.

Facility projects (security cameras, access control door/card key lock system, phone and voicemail modernization, HVAC, possibly surge protectors) are planned.

A generator has been suggested because several power outages and brownouts have damaged equipment.

Staffing is at full capacity.

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

Page 1 Local millage and taxes at 98% of original budget.

Page 2 Revenue: total revenue stands at 92% of original budget.

700/Payroll Expenses is at 20.6% since we are now full-staffed, but still below budget.

Page 3, 923/Natural Gas, we have spent 40% already in March, but this line is largest at the beginning and end of the year due to the demand for heating. Corrections can be made at mid-year amendment.

Total Expenses stand at 21.5%, but includes several large one-time expenses, including annual memberships or contracts, including property insurance. We are under budget.

Check Detail (March 2023)

Two bills from WOW because February and March landed at the same time.

Page 4 Munier Heating and Cooling - spring HVAC servicing, separate bills for each unit.

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

Determination of 2023 Meeting Schedule

Maintaining an evening meeting that is open to the public, so currently limited to Tuesdays and Thursdays. Based on trustee availability, options include 2nd and 4th Thursdays. Meetings in September, November and December are generally no later than 3rd Thursday to accommodate the public budget hearing and the winter holidays.

Motion to continue meeting on 4th Thursday of each month with the exception of September, November, and December, moving those meetings to the 2nd Thursday of the month. Motion made by Gilg, 2nd by Koehn. All in favor, motion carried.

May 25, June 22, July 27, August 24, September 14, October 26, November 9, December 14. Meeting time 6pm.

2023 ADL Wishlist

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

Current year commitments include:

- Library staff appreciation dinner in May.
- 5 wireless hotspots with 12 months of service, and along with the 5 funded by the Library and 10 from a USAC grant, see constant waitlists and are appreciated by the community.
- Summer Reading 2023, Director Stanczak asked for confirmation on final donation total

President Dulaney notes that most Friends funds come from donors, rather than the annual book sale. Thanks in particular to generous memorial donations remembering Dr. Ralph Cram, the Friends currently have approximately \$40k in savings.

Projects the Friends have proposed:

- An outdoor, handicap-accessible picnic table that could be used for patrons, staff, and outdoor programming.
- Options for staff break or lunch area, to give staff a place to eat away from the back room.

- Friends are supportive of the Library's need for a generator, which would allow the Library to be a warming/cooling, internet, and charging center during outages.
- Self-checkout kiosk
- Archive-safe shelving for the LHR's manuscript room - Friends passed on this last year. They are expensive and Local History Room shelves no one will see.

Friends is most interested in funding projects that are more visible, where their funds can be seen benefiting the community and library.

In regards to the programming cupboards that were requested last year, President Dulaney notes that there were objections to paying for storage cupboards when there is visible space downstairs that's not being used.

The 2023 wish list as presented:

- Movie license (\$350)
- Summer reading program (\$2000)
- Wowbrary newsletter (\$500)
- Renewal of 5 hotspots for 12 months (\$1800)
- Small fund for employee recognition/celebration (around \$15/employee/year for appreciation/celebration)

Director Stanczak will meet with Syd about amounts and work on an amended wish list for the board to approve next month.

Committee Reports

Finance - Met

Plan:

- Close on accounts that are costing us money.
- Invest in some CDs now that they earn a good rate.
- Move money to other financial institutions to get under the FDIC umbrella of \$250k per institution.
- Create an endowment with Blomquist bequest.

Typo/Error noted at #3. Line item 010.000 should read 010.001.

#1. Imagination Library (DPIL) Endowment, Albion Community Foundation. We send the spendable interest every year to the Dollywood Foundation to pay for the books sent each month to participating children in our area.

#2. DPIL Savings, Huntington Bank. This dormant account is costing us money in fees. We will close that account and send it to Dollywood, where it will be used to pay for our program.

#3. General Fund Checking, Homestead. This is our main checking account. Director will calculate a reasonable fund balance to remain in the account, and invest remaining surplus balance in a short-term CD.

#4. Checking, Huntington Bank. Currently only used 2-3 times each year for an ACH reimbursement through USAC. Director will move it to Homestead checking account,

and direct future deposits there. This account may be closed or utilized for a dedicated fund.

#5. Dedicated Building/Facility Fund, Homestead. This will be moved to Huntington Bank, and remain liquid so that it can be used to pay for projects as needed.

#6. Dedicated Technology Fund, Homestead. This will be moved to another semi-local financial institution. This also needs to stay liquid and accessible to pay for projects.

#7. Library Trust, Money Market Savings Account, Blue Ox Credit Union. These funds will be invested in a CD through Multi-Bank Securities (MBS), as they do not need to be liquid.

#8. Library Trust, Savings, Homestead Savings Bank. These funds will be invested in a CD through Multi-Bank Securities (MBS), as they do not need to be liquid.

Roll-call vote to authorize Treasurer Brautigam and Director Stanczak to make necessary financial transfers and changes. Motion to accept changes proposed by the finance committee in this report made by Gilg, 2nd by Kidder.

Roll call vote: Bollman - yes, Gilg - yes, Brautigam - yes, Lehwald - yes, Koehn - yes, Kidder - yes. Motion carried.

Policy - No report. Still forming a committee.

Facility - No meeting. HVAC system will be upcoming. Awaiting quotes.

Personnel - Prepared 2 pages of director evaluation forms:

ADL self-evaluation form for Director Stanczak to complete, and a Director Evaluation for board members to fill out.

New Business

ADL Funds Movement & Investment

This was covered previously tonight with the Financial Committee Report.

Guidance on Canceling Board Meetings

Our By-laws are missing a key part. Most by-laws include a part that says the board shall meet for no less than a certain number of meetings per year. As long as the Board meets the minimum number of meetings per year stated, it is fine. Our by-laws are missing that section; there isn't a specified number of meetings per year.

There is no restriction on canceling a meeting, if it is necessary. It would only be an issue if we were going to not meet the minimum number of meetings stated in the by-laws. If determined to be needed, a by-law amendment would come from Policy Committee.

Generally speaking, If the library is closed, the board will not meet, ie. power outage, bad weather, etc.

Director Update

Leadership Team seeks Board support for a half-day staff benefit education event.

National Library Association meeting in Chicago (June 22-27). Tickets will be around \$110-150 per person for round-trip travel, exhibit hall entry, and a small stipend for food.

Director Stanczak notified the Board that due to poor performance, a new Life Insurance provider will be arranged. Current provider still has Lynn Schofield-Dahl, who left in October 2022, listed and has failed to send any education/information on coverage. The new provider will be Dearborn Life, with group coverage available through Small Business Association of Michigan (SBAM), who also provides our current health insurance coverage.

Public Comment - None

Board Comment

President Bollman attended a trustee training event through Library of Michigan. She received a general handbook for officers and helpful information on the Michigan Open Meetings Act, Roberts Rules, etc. She will bring them to future board meetings if any trustee wants to read through them. She also attended an online meeting on ballot issues. Finance laws are complex and very important during millage campaigns. President Bollman also noted that there are many resources available on the Library of Michigan's website especially for trustees.

Trustee Kidder noted: Ken Blight is the temporary supervisor at Albion Township, following Tom Frank, who was supervisor for 47 years. Their next meeting is May 8.

Motion to Excuse Absent Trustees

Motion to excuse Eric Krause made by Koehn, 2nd by Kidder. All in favor, motion carried.

Adjournment

Meeting adjourned at 8:19 pm.

Next meeting: May 25, 2023 - 6:00 pm