

Albion District Library
Board of Trustees Annual Meeting
Naomi Lane Room
January 25, 2024

The meeting was called to order by President Bollman at 6:00 pm.

Roll Call

Present: Laura Bollman, Eric Krause, Kathryn Brautigam, Phillip Kidder, Courtney Lehwald
Absent: None

Public Comment

Cary Soltis and Alma Morgan were present as prospective trustees.

Approval of Agenda

Motion to approve agenda by Krause, 2nd by Kidder. All in favor, motion carried.

Seating of 2024 Board of Trustees/Annual Meeting

Conflict of Interest Disclosures

Director Stanczak distributed Conflict of Interest Disclosures to current trustees for update.

Officer Election

Board President - Incumbent President Bollman offered to serve a second term. No other volunteers.

Vice President - Position vacant. Trustee Krause volunteered to serve as VP. No other volunteers.

Treasurer - Incumbent Treasurer Brautigam offered to serve a third term. Current board by-laws require a special ballot for the election of any trustee serving in the same role for more than two consecutive terms. No other volunteers.

Secretary - Incumbent Secretary Lehwald reports that she is not able to continue in the role. Trustee Kidder volunteered to serve as Secretary. No other volunteers.

Motion to elect the slate of officers for the role of President, Vice President, and Secretary, made by Brautigam, 2nd by Lehwald. Roll call vote: Bollman - yes, Krause - yes, Brautigam - yes, Kidder - yes, Lehwald - yes. Motion carried.

Special ballot: Motion to re-elect Kathryn Brautigam to the role of Treasurer, made by Lehwald, 2nd by Kidder. Roll call vote: Bollman - yes, Krause - yes, Brautigam - yes, Kidder - yes, Lehwald - yes. Motion carried.

Committee Appointments

Policy - Chair vacant. President Bollman offered to chair the committee. Trustee Lehwald volunteered to serve as a trustee member. Immediate past trustee Carolyn Gilg has volunteered to continue to serve on the committee as a member of the public.

Finance - Incumbent chair, Treasurer Brautigam, agreed to continue to serve in this role. VP Krause volunteered to continue on the committee.

Facility - Chair vacant. VP Krause offered to chair the committee. Treasurer Brautigam and President Bollman volunteered to serve on the committee.

Personnel - Incumbent chair, President Bollman, requested another trustee take the chair, as she had taken on the role for the Policy Committee. Committee member Secretary Kidder offered to chair the committee. President Bollman agreed to continue to serve on the committee.

Note by Director Stanczak that new trustees will be appointed to serve on at least one standing committee after they formally join the Board.

Determination of 2024 Meeting Schedule

There was general agreement that Thursday evenings worked for all trustees present. Motion to set the ADL Board of Trustees regular monthly meeting to the 4th Thursday of each month, with the exception of September, November, and December (moved to September 12, November 21, and December 19), made by Krause, 2nd by Lehwald. All those in favor. Motion carried.

Resolution to Appoint Bank Signatories

Resolution included in packet. General practice is to authorize the director, board president, and board treasurer, as authorized signatories on the library financial accounts. Resolution offered by Krause, 2nd by Lehwald. Roll call vote: Bollman - yes, Krause - yes, Brautigam - yes, Kidder - yes, Lehwald - yes. Motion carried. Resolution was signed by Director Stanczak and Secretary Kidder, and will be shared, along with final adopted minutes of this meeting, to financial institutions with which the Library has accounts.

Old Business

December 14, 2023 Regular Meeting Minutes

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

Financial Statements

Balance Sheet

Total Assets: \$1,909,862.74, 9.5% increase from the same month last year. However, Director Stanczak notes that the \$319,574.12 total given for the DPIL Endowment held at ACF reflects an out-of-date statement and will be updated shortly.

Profit and Loss

Director Stanczak notes that this P&L report reflects the year-end budget amendment

adopted at the December 2023 meeting.

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Revenue for FY2023, received as of 01/25/24, stands at \$883,084.18, 85.8% of the total amended budget. Outstanding are 674.001/Friends of ADL committed sponsorships and 573.000/LCSA. LCSA is expected in spring from the state treasury and will be moved back to FY2023 as part of the annual audit.

700.000/Total Personnel Expenses stand at \$439,791.20, 98.6% of amended budget for that cost center.

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Expenses for the 882.000/Programming Expenses, 975.000/Capital Outlay, and 982.000/Collection & Materials cost centers are under budget, but expenses committed in FY2023 will continue to flow in for the next several months and will be booked back into December to limit the number of necessary auditor adjustments.

Total expenses at \$767,627.41, 77.6% of total amended budget expenditures.

Check Detail

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12/31/23 - Service fee of \$35.00 is the bounce charge for the initial failed attempt to wire the matured Library Trust Fund CDs with Multi-Bank Securities (MBS) to our new account with Albion Community Foundation (ACF) at Morgan Stanley. The technical difficulty was resolved, and the funds successfully transferred in January 2024. The service fee will be refunded to us by ACF.

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3299, 12/12/23, Xterra360, \$1,700.00 - This was the land survey completed in November.

3302, 12/19/23, Calhoun County Treasurer Office, \$913.77 - A chargeback on the sale of a delinquent property.

Motion to approve financial statement review by Krause, 2nd by Kidder. Roll call vote: Bollman - yes, Krause - yes, Brautigam - yes, Kidder - yes, Lehwald - yes. Motion carried.

New Business

Proposal: application for 501(3)(c) Tax Status

Director Stanczak noted that, lack of 501(3)(c) status only impacted us in reduced grant opportunities without a partner organization. As of 2023, however, lack of that non-profit status is actively costing us approximately \$4,500-\$5,000 each year in vendor fees due to reduced discounts to not-for-profit organizations, including local government entities, such as schools, cities, townships, and district libraries. Many public libraries in the state have applied for and received 501(c)(3) status, held jointly with their local

government status. With the support of Treasurer Brautigam, Director Stanczak reached out to the Library's attorney firm, FosterSwift, to request a price range for such an effort. They estimated approximately \$5,000-7,000, based on their experience with other district library clients. This was not a budgeted expense for FY2024, but, given that price range, could pay for itself in approximately 2 years.

Motion to approve the expense for additional legal services to pursue 501(3)(c) status by Brautigam, 2nd by Krause. Roll call vote: Bollman - yes, Krause - yes, Brautigam - yes, Kidder - yes, Lehwald - yes. Motion carried.

Director Update

Director will include this month's report in next month's packet.

Public Comment

None

Board Comment

President Bollman, as chair of Policy Committee, notes that her first priority is to present a draft revision of the overdue fine and fee schedule, and consideration of moving to a "fine-free" model, that still requires patrons to replace lost or damaged items.

VP Krause requested an update on the MACC grant application process at the February meeting.

Motion to Excuse Absent Trustees

No trustees absent.

Adjournment

Meeting adjourned at 7:53 pm.

Next meeting: February 22 - 6:00 pm