

**Albion District Library
Board of Trustees
August 29, 2024 Regular Meeting**

The meeting was called to order by VP Eric Krause at 6:08 pm.

Roll Call

Present: Eric Krause, Kathryn Brautigam, Phillip Kidder, Cary Soltis
Absent: Laura Bollman, Alma Morgan

Public Comment

None

Approval of Agenda

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

Old Business

Regular Meeting Minutes July 25, 2024

Director Stanczak noted that there was no mention of a motion to accept the annual audit report at the July meeting, when the report was presented by the audit firm. After discussion, trustees in attendance at that meeting could not confirm a vote had taken place. Motion to approve July meeting minutes, with amendment removing the draft language concerning the audit motion, by Soltis, 2nd by Brautigam. All in favor, motion carried. Motion to accept Audit Report 2023 presented at July meeting by Brautigam, 2nd Soltis. Roll call vote: Krause - yes, Brautigam - yes, Kidder - yes, Soltis - yes. Motion carried.

Financial Statements (July 2024): Report by Brautigam.

Profit and Loss Report (compared to original budget):

- Local Millage/Taxes: \$708,091, 104.1% (Pg1)
- Total Revenue: \$755,365, 79.1% (Pg3)
- Payroll Expenses: \$264,805, 49.7% (Pg3)
- Building & Grounds: \$24,927, 52.7% (Pg4)
- Collection Development: \$19,961, 43.5% (Pg5)
- Total Expense: \$481,939, 50.8% (Pg5)
- Net Income: \$273,425 (Pg5)

Balance Sheet

Total Assets: \$2,928,716, +37.7% year-over-year

Check Detail

Nothing notable or unusual.

Motion to accept financial report by Soltis, 2nd Kidder Roll call vote: Krause - yes, Brautigam - yes, Kidder - yes, Soltis - yes. Motion carried.

Committee Reports

Finance

Will meet in September with Director to work on draft FY2025 Original Budget

Facility

Will meet in September with Director to identify priority facility projects for FY2025, for original budget preparation

Personnel

Met with Director in August and discussed three potential options for personnel benefits and/or pay rates for FY2025 original budget preparation

Policy

Did not meet

New Business

Motion to Appoint Trustee

Motion to appoint Trustee Soltis to Finance Committee made by Kidder, 2nd by Brautigam. All in favor. Motion carried.

Motion to Award Contract

Despite multiple invitations to local contractors to bid on our project to remove and replace the Ash Street entrance concrete curb, ramp, and entry walk, and to lay a new dumpster pad behind the Library, only one bid was received. Motion to award Ash Street Entrance Concrete Project to Quality Excavations Inc (Marshall, MI) at \$28,214, made by Soltis, 2nd by Brautigam. Roll call vote: Krause - yes, Brautigam - yes, Kidder - yes, Soltis - yes. Motion carried.

Director Stanczak reported that the estimated timeline for the project is 3-4 days. Due to current commitments, they cannot commit to our project before the construction season ends, but will be scheduled for next spring. The caveat is that the cost of concrete will change in January, so while QEI has agreed to hold the cost of labor and equipment steady with a signed contract, once the 2025 concrete pricing has been released, they will send an "add" invoice to address any increase. Should they have a 3-4 day opening in their schedule in October, they will let Director Stanczak know as soon as possible, so that appropriate notice can be given to the public.

Motion to Reschedule September Budget Hearing & Regular Meeting

Director Stanczak requested the Board shift the September budget hearing and regular meeting from September 12 to September 19, to allow more time for budget preparation and public notice and review time. Public newspaper ads have not yet been ordered. Motion to reschedule September 2024 public budget hearing and regular meeting date to September 19 by Brautigam, 2nd by Kidder. All in favor. Motion carried.

Director Update

Report in packet. Supplementary materials this month included:

- Final Facility Condition Assessment Report & Cost Estimate from Fishbeck
- Copy of Final MACC Grant Application (submitted in July)
- Michigan Bridge article regarding new MI minimum wage
- Minimum Wage Changes (Improved Workforce Opportunity Wage Act, 2018 PA 337) for MI Public Libraries from Library of MI
- Paid Leave Changes (Earned Sick Leave Time Act, 2018 PA 338) for MI Public Libraries from Library of MI

Public Comment

None

Board Comment

None

Motion to Excuse Absent Trustees

Motion to excuse trustees Bollman and Morgan by Soltis, 2nd by Brautigam. All in favor. Motion carried.

Adjournment

Motion to adjourn by Soltis, 2nd by Brautigam. All in favor. Motion carried. Meeting adjourned at 7:12 pm.

Next meeting: September 19, 2024 at 6:00 pm in the Library's lower level Learning Center meeting room. This meeting will include the annual public budget hearing.