

Albion District Library
Board of Trustees
Public Budget Hearing & Regular Meeting
September 19, 2024.

The meeting was called to order by President Bollman at 6:07 pm.

Roll Call

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

Public Comment

None

Approval of Agenda

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

Public Hearing for FY 2025 Original Budget

Public hearing opened at 6:09 pm. No public present, in-person or in the Zoom meeting. Public hearing closed at 6:10 pm.

Old Business:

Regular Meeting Minutes, August 29, 2024

Motion to approve minutes by Krause, 2nd by Brautigam. Friendly amendment offered to Balance Sheet details under Financial Statements (page 1). Corresponding corrected July 2024 Balance Sheet included in packet.

Financial Statements (August 2024): Report by Brautigam

Profit and Loss Report (compared to original budget):

- *Local Millage/Taxes: \$711,353.70, 104.6% (Pg1)*
- *Total Revenue: \$766,912.58*
- *Payroll Expenses: \$301,546.06, 56.6% (Pg3)*
- *Total Expense: \$536,571.53, 56.6% (Pg5)*
- *Net Income: \$230,341.05 (Pg5)*

Balance Sheet: August 31, 2024

Total Assets: \$2,151,059.74, +3.9% year-over-year

Check Detail

100 checks written August 2024. Nothing notable or unusual.

Motion to accept the financial report by Krause, 2nd Brautigam. Roll call vote: Bollman-yes, Krause-yes, Brautigam-yes, Kidder-yes. Motion carries.

Committee Reports

- Finance Committee: Met in September to finalize the draft FY2025 original budget (included in packet). Committee will meet again in December 2024 to work on a draft year-end FY2024 budget amendment.
- Facility Report: Ash Street concrete project (walkway, curb, and dumpster pads), approved in August, will likely take place in Spring 2025. Quality Excavation has agreed to hold steady the cost of labor and materials, with the exception of any increase in their cost of concrete. Once that price is set in January 2025, any increase will be separately approved as an “add/change.” Discuss/update on the Superior Street foundation drainage/water intrusion project. Committee Chair Krause asked Director Stanczak to contact the City of Albion to check/scope the drainage and potential clog in the catch basins on either side of the Superior Street entrance.
- Personnel Report: Met briefly in to discuss Personnel wage and benefits as part of the FY2025 original budget preparation. Draft FY2025 original budget includes an additional part-time circulation assistant and increases the 1% annual merit increase to 2%.
- Policy Report: Committee met to discuss adding a time limit for public comment sections of meetings. Expect draft policy revision at October meeting.

New Business

Change to Staff In-service Schedule

Director Stanczak and the Leadership Team request replacement of current lone one-day staff in-service scheduled for the second Monday of October with quarterly half-day in-service days to take place in February, May, August, and November, annually. Second Monday of October (Columbus Day, aka Indigenous Peoples’ Day) would be added to the staff benefits package as a paid holiday in recognition of its federal holiday status. Motion by Krause, 2nd by Brautigam. Roll call vote: Bollman-yes, Krause-yes, Brautigam-yes, Kidder-yes. Motion carries.

Resolution to Adopt FY 2025 Original Budget

Draft FY 2025 Original budget included in packet. Director Stanczak received no public comment during the 7-day public review/comment period before the hearing. Resolution was offered by Krause, 2nd by Brautigam. Roll call vote: Bollman-yes, Krause-yes, Brautigam-yes, Kidder-yes. Resolution passes and FY2025 Original Budget is adopted.

Director Update

Report included in packet. Director Stanczak asked for input on whether the Board would support separating the Superior Street water intrusion and ADA-compliant entrance remodel from the parking lot rebuild and lower level ADA-compliant entrance remodel as 2 projects, OR seeking quotes and funding for them as one larger project. In general, the Board encouraged considering the projects together for the purposes of grant funding and streamlining the need for civil engineering and architectural design.

Krause added to the packet an article published earlier that day in the Chronicle of Philanthropy, “Carnegie Returns To Its Roots With Millions in Grants to Public Libraries.”

Public Comment

None

Motion to Excuse Absent Trustees

Motion to excuse Alma Morgan and Cary Soltis by Krause, 2nd by Brautigam. All in favor, motion carried.

Adjournment

Meeting adjourned at 7:33pm.

Next meeting scheduled for October 24, 2024.