

Albion District Library
Board of Trustees Regular Meeting
Naomi Lane Room
February 29, 2024

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

Roll Call

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

Absent: Courney Lehwald

Public Comment

No public present

Approval of Agenda

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

Old Business

Jan 25 2024 Regular Meeting Minutes

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

Financial Statements

Balance Sheet

Total Assets: \$1,878,23.65, -2.2% year-over-year. Director Stanczak noted that the initial balances for the funds transferred from the now-closed bank accounts and investment accounts at Multi-Bank Securities (MBS) to Albion Community Foundation (ACF) are not yet represented on the balance sheet, but will be added and reconciled soon. Draft YTD 2024 Albion Community Statements of Activity were included in the packet, with final versions expected in April (after 1st quarter).

- DPIL Endowment Fund, Jan 1-Dec 31, 2023, \$296,630.10
- ADL Trust Fund Endowment, initial balance as of 02/29/24, \$386,000.00
- ADL Facility Fund Endowment, initial balance as of 02/29/24, \$217,295.00

Profit and Loss (as of 01/31/24)

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Treasurer Brautigam noted that Local Millage/Taxes had been received at 7.1% of budget by end of January, though Director Stanczak noted that several others had arrived thus far in February.

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Bank interest remained higher year-over-year due to our use of the FDIC Insured Cash Sweep (ICS) program for our main checking account at Homestead Savings Bank (HSB).

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Personnel is under budget at 6.7%. Treasurer Brautigam noted that the Board should expect that several lines related to contracted services, software, and insurance, will shortly jump sharply, as they're only paid once annually.

Total revenue at \$54,443.93, 5.7% of original FY2024 budget. Total expenses at \$46,729.69, 4.9 % of original FY2024 budget.

Check Detail

Nothing in the report of note in the January 2024 report. Updated December 2023 report includes final payments for installation of new Guardian Alarm system.

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

Committee Reports

- Finance: No meeting scheduled
- Facility: Waiting on quotes for planned projects, no meeting scheduled
- Personnel
 - Annual Director Evaluation Forms introduced for 2023-2024
 - Timeline 2024
 - April: Self-evaluation form to Director
 - May: BOT meeting to receive Director response
 - June: Personnel meets with Director for evaluation, with written evaluation to follow
- Policy Committee
 - Draft revision to Fine & Fee policy/schedule presented for BOT review
 - Action schedule for March 2024 meeting agenda

New Business

Facility Updates

- Quotes have been requested to replace the 5-ton Elisabeth Merrill rooftop HVAC unit, with action planned at the March 28 BOT meeting.
- Manufacturers for the EM/NL acoustic dividers are being sought for quotes
- Two providers for the facility condition assessment have been identified, and the last on-site visit is scheduled for early March, with action planned at the March 28 BOT meeting.
- Three firms have been identified for the replacement of Children's Room shades and Local History Room black-out curtains, with action planned at the March 28 BOT meeting.

Update: Application for 501(c)3 Tax Status

With the support of the board at the January meeting, the contract with the Library's attorney firm, FosterSwift, has been requested and the process will begin. No firm completion date yet.

Update: FY 2023 Audit Process

Due to an unexpected increase in annual audit cost by our current provider, Gabridge & Co, with the expiration of our prior 3-year price-locked contract, Director Stanczak sought alternate quotes from CPA firms familiar with government accounting standards (GASB). However, due to the tight timeline (due to MI Treasury by June 30), and the scale of the financial transfers in 2023, the BOT supported Director Stanczak's request to remain with Gabridge & Co for the audit of FY2023. No change, no action necessary.

Update: MACC Grant Application

Grant-writer Jennifer Conley-Darling and her team are continuing their deep dive into the Library's history in support of the application for historic building/marker recognition, which will then be used with the Facility Condition Assessment to support our application to historic infrastructure grant funds from Michigan Arts & Culture Council (MACC).

Scheduling Board Training Work Session

Customized Trustee orientation and training is a service provided to member libraries by Woodlands Library Cooperative. Director Stanczak to arrange a special work session (needed because it will exceed a quorum of trustees present) either immediately before a scheduled regular meeting or on a separate day. Discussion. Best option was determined to be Saturday afternoons, if possible. Director Stanczak will reach out to WLC director Kate Pohjola-Andrade to schedule.

Director Update

Report included in packet. No changes.

Public Comment

None

Board Comment

None

Motion to Excuse Absent Trustees

Motion to excuse Lehwald, made by Soltis, 2nd by Morgan. All in favor, motion carried.

Adjournment

Meeting adjourned at 7:56 pm.

Next meeting: March 28, 2024 - 6:00 pm