

Albion District Library
Board of Trustees Regular Meeting
December 28, 2024

Meeting called to order by President Bollman at 1:01pm.

Roll Call

Present: Laura Bollman, Kathryn Brautigam, Phillip Kidder, Eric Krause
Absent: Cary Soltis, Alma Morgan
Public: Faith Dever & Jei Lee-Cullin (Zoom), ADL staff members

Public Comment

None

Approval of Agenda

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

Old Business

Financial Statements: Report by Brautigam.

Profit and Loss (Budget vs Actual): November 2024 (original budget)

<i>Total Income: \$786,313.61</i>	<i>82.3%</i>	<i>pg2</i>
<i>Total Personnel: \$425,495.51</i>	<i>79.8%</i>	<i>pg2</i>
<i>Total Expenses: \$748,741.26</i>	<i>79.0%</i>	<i>pg4</i>

Balance Sheet: as of November 30, 2024, year-over-year

<i>Total Assets: \$1,963,566.93</i>	<i>+3.3%</i>	<i>pg1</i>
<i>Total Liability & Equity: \$1,963.566.93</i>	<i>+3.3%</i>	<i>pg1</i>

Check Detail: (Notable or Uncommon)

Pg 4, #3697, OTIS, \$1,443.75: State-mandated annual safety inspection. Director Stanczak reports recent difficulties working with the firm, and will be escalating to Otis management for resolution. We knew of the full-load test required every 3 years, but were not informed of this annual inspection requirement until the state elevator safety inspector arrived. ADL is under a 5-year service contract with Otis.

Pg 5, #3704, Automatic Door Service, \$665.95: Replacement of main Ash Street entrance door hinge after it started malfunctioning.

Motion to accept Financial Report by Krause, 2nd by Kidder, Roll call vote: Bollman-yes, Krause-yes, Brautigam-yes, Kidder-yes. Motion passes.

Committee Reports

Finance: Met December 14 to review draft year-end budget amendment (included in packet).

Facility: Looking forward to 2025 Albion District Library improvements projects. Elite companies waiting for the Wightman report.

Personnel: none

Policy: Tabled policy change for Public Comments to 3 minutes.

New Business

Year-end FY 2024 Budget Amendment

Treasurer Brautigam and Director Stanczak led the Board through the various larger proposed changes by line item and cost center. Motion to adopt year-end budget amendment by Krause, 2nd by Kidder. Roll call vote: Bollman-yes, Krause-yes, Brautigam-yes, Kidder-yes. Motion passes.

Director Update

Included in board packet

Public Comment

Faith Dever and Jei Lee-Cullin (participating by Zoom) express a need for employee pay increase due to inflation, as well as investigation of new benefits, such as maternity/paternity leave. The Board understood their concerns. Discussion on options for pay rate increase and additional benefits to be scheduled after millage income is received in early spring 2025.

Board Comment

Motion to Excuse Absent Trustees

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

Meeting adjourned at 2:20 pm.

Next Meeting:
Annual Meeting
January 23, 2025
6:00 pm