

Albion District Library
Board of Trustees Regular Meeting
November 21, 2024

The meeting was called to order by President Bollman at 6:05 pm.

Roll Call

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

Public Comment

None

Approval of Agenda

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

Old Business: *September 19, 2024 Regular Meeting Minutes*

Note by Treasurer Brautigam that the number of checks issued in August under "Check Detail" was not 100, but 41. Motion to approve amended minutes by Soltis, 2nd by Krause. All in favor, motion carried.

Financial Statements: Report by Brautigam.

September 2024

Profit and Losses: Not available

Balance Sheet

Total Assets: \$2,075,500.82 (pg1)
Total Equity: \$1,942,779.72

Check Detail (Notable or Uncommon)

09/17/24	Fishbeck, Facility Condition Assessment	\$13,614.00
09/17/24	Fresh Blinds, New CR Blinds	\$16,807.00

October 2024

Profit and Loss (Budget vs Actual)

Total Income: \$778,479.27	81.5%	(pg3)
Total Contractual Services: \$93,785.79	111.8%	(pg4)
Total Building and Grounds: \$85,504.11	72.7%	(pg5)
Total Expenses: \$680,055.22	71.8%	(pg5)
Net Income: \$98,424.05		(pg5)

Balance Sheet

Total Assets: \$2,020,808.57 4.1% (pg1)
Total Equity: \$1,891,551.22 -1.8%

Check Detail (Notable or Uncommon)

10/16/24	Library Network, Annual Software	\$3,301.00
10/26/24	WT Cox, 2025 Magazine Subscriptions	\$1,359.58

Motion to accept both September and October financial reports by Soltis, 2nd by Morgan. Roll Call: Bollman-yes, Krause-yes, Brautigam-yes, Kidder-yes, Soltis-yes, Morgan-yes. Motion passes.

Update on 501c3 Application Process: given by Director Stanczak

Update on Phone and Voicemail Project:

After discussion with Treasurer Brautigam and President Bollman, Director Stanczak approved the CTS cloud-based (VOIP) quote for a new phone and voicemail system. The quote was within the budget approved and no other firms quoted the project. The equipment and service is leased for 60 months at the stated rate.

Update on 2025 Facility Improvement Project. The Board received a handout from Elite Companies outlining and quoting the first two stages of the project, which include schematic design and market cost projections. Motion by Krause, 2nd by Morgan, to approve \$4,250 for stage 1. Roll Call: Bollman-yes, Krause-yes, Brautigam-yes, Kidder-yes, Soltis-yes, Morgan-yes. Motion passes.

Committee Reports

Finance Committee: Chair Brautigam reports a meeting is set for December to work on year-end budget amendment

Facility: major capital improvements set for 2025

Personnel: Director Stanczak notes that the application period was extended for 3 open positions

Policy: Chair Bollman brought a draft by-law amendment for consideration to set a time limit of 3 minutes during Public Comments time. The board made some adjustments to the proposal. To be revisited at the December meeting.

New Business

Policy Amendment ADL By-laws: Discussion.

Resolution to Endow the Blomquist LHR Fund at Albion Community Foundation
Motion to adopt by Krause, 2nd by Brautigam. Roll Call: Bollman-yes, Krause-yes, Brautigam-yes, Kidder-yes, Soltis-yes, Morgan-yes. Resolution adopted.

Motion to Transfer \$55,205 of Unassigned FY2023 Budget Surplus to Facility Fund at Albion Community Foundation. Motion made by Krause, 2nd by Morgan. Roll Call: Bollman-yes, Krause-yes, Brautigam-yes, Kidder-yes, Soltis-yes, Morgan-yes. Motion passes.

Director Update: Included in packet

Public Comment: none

Board Comment: President Bollman cannot attend the next meeting on December 19th, 2024.

Meeting adjourned at 7:43pm

Next Meeting: December 19, 2024