

Albion District Library
Board of Trustees Regular Meeting
Learning Center/MakerSpace
February 27, 2025

Meeting called to order by President Bollman at 6:11 pm

Roll Call

Present: Laura Bollman, Kathryn Brautigam, Phillip Kidder, Rebecca Soltis
Absent: Tiffany Weitzel, Eric Krause, Alma Morgan

Public Comment

None

Approval of Agenda

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

Old Business

January 23, 2025 Annual Meeting Minutes

Typo noted on page 2. Motion to approve minutes with correction by Soltis, 2nd by Brautigam. All in favor, motion carried.

Financial Statement Review

Report by Treasurer Brautigam

- Profit & Loss, December 2024 (Amended)
 - Local Millage/Taxes \$712,884.00 100% pg1
 - Total Income \$789,376.33 86.6% pg3
 - Personnel \$462,694.43 96.9% pg3
 - Total Building/Grounds \$114,356.33 92.3% pg4
 - Total Expenses \$817,176.95 92.9% pg5
 - Net Income \$ -27,800.62 -87.7% pg5

Director Stanczak noted that this year-end 2024 P&L will continue to be updated each month and provided in the packet through March 2025, when the FY2024 books will be closed for audit. Outstanding income items include E-rate reimbursement (~\$4,000), LCSA (~\$40,000), and Penal Fines (~\$3,300).

- Balance Sheet, January 2025
 - Total Assets \$1,867,577.62 0.7% pg1
 - Total Liabilities/Equity \$1,867,577.62 0.7% pg1
- Profit & Loss (Budget vs Actual), January 2025
 - Local Millage/Taxes \$25,812.78 3.6% pg1
 - Total Income \$26,416.25 2.7% pg2
 - Personnel \$35,704.07 6.3% pg3
 - Total Building/Grounds \$13,024.37 10.3% pg4

- Total Expenses \$57,743.74 6.5% pg5
- Net Income -31,327.49 -28.9% pg5

Director Stanczak noted an input error on page 1. Budget for Services (626.000) was entered as \$60,000 instead of \$6,000. She will correct for the next meeting.

- Check Detail
Nothing of note, except for several regular annual expenses (insurance, software, etc) being paid in January.

Motion to approve Financial Report by Soltis, 2nd by Kidder. Roll call vote: Bollman-yes, Brautigam-yes, Kidder-yes, Soltis-yes. Motion carries.

Article VII By-Laws Update

Initially presented at the November 2024 meeting for review and consideration. Add Section 8, which institutes a time limit of 3 minutes during one of two public comments sections at ADL Board of Trustees meetings. Motion to adopt by Soltis, 2nd by Kidder. Roll call vote: Bollman-yes, Brautigam-yes, Kidder-yes, Soltis-yes. Policy is adopted.

Update on 2025 Facility Improvement Project

Director Stanczak had the initial planning meeting with Wightman. Full update in director's report, in packet.

Committee Reports

- Policy: Did not meet, but next items for review are the Selection & Reconsideration policy, and the Fees schedule
- Finance: Did not meet.
- Facility: Did not meet.
- Personnel: Did not meet.

New Business

Quotes for FY2024 Audit

Three quotes/proposals were received. The administrative team has requested preference for on-site or hybrid audit, rather than fully remote. Proposals were requested explicitly for one-year commitment (over multi-year), to allow for reconsideration after the first year.

- Maner Costerisan - \$9,800, on-site
- Siegfried Crandall - \$5,500, on-site (also offered 5-year price lock through audit FY2028 without commitment this year)
- Gabridge & Company - \$7,600, fully remote (ADL audit firm FY2018-FY2023)

Director Stanczak shared that she was impressed by the consideration and manner in which both Maner Costerisan and Siegfried Crandall communicated during the proposal process, and noted that she had previously worked with the lead auditor at Maner Costerisan before they separated from Abraham & Gaffney (ADL and City of Albion audit firm for many years).

Director Stanczak noted that the wording around the 5-year price lock from Siegfried Crandall could be read multiple ways. Rather than delay the contract and audit process until the March meeting, she suggested the Board of Trustees delegate contract approval to her and Treasurer Brautigam, when the wording has been clarified. Motion by Soltis to delegate audit contract selection to Director Stanczak and Treasurer Brautigam, to be reported back to the Board at the March 2025 meeting. 2nd by Brautigam. Roll call vote: Bollman-yes, Brautigam-yes, Kidder-yes, Soltis-yes. Motion carried.

Cost Adjustment for Ash Street Concrete Project

Motion to table March 2025 meeting by Soltis, 2nd by Brautigam. All those in favor, motion carried.

Director's report

Public Comment

None

Board Comments

Trustee Soltis will be absent at the April 24, 2025 meeting.

Motion to Excuse Absent Trustees

Motion to excuse Krause, Morgan, and Weitzel made by Soltis, 2nd by Brautigam. All those in favor, motion carried.

Adjournment

Meeting adjourned at 7:50 pm.

Next Meeting: March 27, 2025