

Albion District Library  
Board of Trustees Annual Meeting  
Naomi Lane Room  
January 23, 2025

Meeting called to order by President Bollman at 6:10pm

### **Roll Call**

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

### **Public Comment**

Mr. Bruce McCaine, new to the area.

### **Approval of Agenda**

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

### **Annual Meeting/Seating of 2025 Board of Trustees**

#### *Conflict of Interest Disclosures*

Director Stanczak distributed the annual Conflict of Interest Disclosure, to be completed and returned for filing.

#### *Officer Elections*

- President: Current President Bollman offered to serve another term unless there was another interested candidate. No further nominations. As this is her third consecutive term in the role, per ADL by-laws, a separate ballot is required.
- Vice President: Current VP Krause offered to serve another term unless there was another interested candidate. No further nominations.
- Treasurer: Current Treasurer Brautigam offered to serve another term unless there was another interested candidate. No further nominations. As this is her third consecutive term in the role, per ADL by-laws, a separate ballot is required.
- Secretary: Current Secretary Kidder offered to serve another term unless there was another interested candidate. No further nominations.

Motion to elect Krause to VP and Kidder to Secretary by Soltis, 2nd by Morgan. All those in favor, motion carries.

Motion to elect Bollman to President by Krause, 2nd by Soltis. All those in favor, motion carries.

Motion to elect Brautigam to Treasurer by Krause, 2nd by Soltis. All those in favor,

motion carries.

### *Committee Appointments*

Note: Per the MI Open Meetings Act and ADL by-laws, quorum for this board is four (4) trustees. Committees are functionally working groups that advise the Board at-large in decision making, therefore committees are generally designed with a maximum of three (3) trustees. However, if/when joint committee meetings are required, such as during annual budget preparation, that involve four (4) or more trustees, it will be scheduled and advertised to the public as an open meeting.

- Policy: Current Chair Bollman offered to serve another term unless there was another interested candidate. No further nominations. Two trustee positions open, and interested members of the public may be appointed.
- Personnel: Current Chair Kidder asked to step down and focus on the Secretary role and joining the Facility Committee. Past Chair Bollman explained the recent history of the role and offered to stay on the committee and assist a new chair. Trustee Weitzel agreed to take the committee chair position, with Trustee Bollman as member. No further nominations. One trustee position open, and interested members of the public may be appointed.
- Facility: Current Chair Bollman offered to serve another term unless there was another interested candidate. No further nominations. Trustees Kidder and Weitzel joined the committee. Full slate of trustees, though interested members of the public may be appointed.
- Finance: In general, the sitting Treasurer serves as this committee's chair. Current Chair/Treasurer Brautigam continues in the role, with Trustees Krause and Soltis also continuing on the committee. Full slate of trustees, though interested members of the public may be appointed.

### *Determination of 2025 Meeting Schedule*

Discussion on continuing to meet on the fourth Thursdays at 6:00 pm, with the exceptions of November and December, during which the Board will meet on the third Thursday at 6:00 pm. Motion to set annual meeting schedule by Kidder, 2nd by Brautigam. All those in favor, motion carries.

### *Resolution to Appoint Bank Signatories*

Recent practice has designed the Board President and Treasurer as signatories, along with the Director, on accounts at financial institutions. As the trustees in those roles have not changed, no action is needed to update the document.

[Trustee Morgan left at 7:00 pm with apologies due to another commitment.]

### **Old Business**

*December 28, 2024 Regular Meeting Minutes*

Motion to accept as presented by Soltis, 2nd by Krause. All those in favor, motion carries.

### *Financial Statement Review*

Report by Treasurer Brautigam, statements as of December 31, 2024 (year-end budget figures)

- Profit and Loss (Budget vs Actual)
  - Total Local Millage/Taxes \$711,639.00, 100.4% (pg 1)
  - Total Income \$788,131.33, 86.5% (pg 3)
  - Total Personnel \$462,694.43, 96.9% (pg 3)
  - Total Building & Grounds \$144,356.33, 92.3% (pg 4)
  - Total Expenses \$817,176.95, 92.9% (pg 5)
- Balance Sheet (12/31, 2024 over 2023)

*Treasurer Brautigam and Director Stanczak noted a regular year-end oddity related to 019.0000/Taxes Receivable and 040.002/Auditor Accts Rcv (near the bottom of the Assets category). These are accounts that the auditors use to record taxes and receivables on the balance sheet in the previous year during the audit. Because the tax income ADL receives is technically levied in December the year before it is reflected on the Profit & Loss report, it is recorded as a “receivable” asset (not income) retroactively during the audit. When the same report is run comparing Dec 30 (instead of Dec 31, on which the auditor adjustments are recorded), it shows a 2.3% increase over Dec 30, 2023. Director Stanczak will include an updated report to exclude these figures for next month’s meeting.*

  - Total Assets: \$1,895,043.72
  - Total Liabilities: \$130,962.17
  - Total Equity: \$1,764,081.55
  - Total Liabilities and Equity: \$1,895,043.72
- Check Detail: December 2024.
  - Note by Treasure Foster Swift (attorney) #3741 -661.50

Motion to accept financials by Krause, 2nd by Soltis. Roll call vote: Bollman-yes, Brautigam-yes, Kidder-yes, Krause-yes, Soltis-yes, Weitzel-yes. Motion carries.

### Committee Updates:

- Finance: none
- Policy: Amendment to ADL By-laws to add a 3-minute limit to public comments, tabled to February meeting
- Personnel: none
- Facility: looking forward to 2025 projects.

### **New Business**

#### *2025 Facility Improvement Project*

Preliminary Design & Schematic Design Services estimate from Wightman, \$12,000.

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

### *Director's Report*

Director Stanczak included a quote from Up & Up Upholstery in downtown Albion to strip, refinish, and reupholster the 1975 chairs, loveseat, and bench; Children's Room rocking chair; assorted small stools; and two short tables with damaged veneer; to the total of \$13,616. Stanczak requested input on how aggressively to seek a second estimate for the project, or award it to the Albion-local business. Board discussion related to the value of reinvesting local taxes in local businesses when feasible. Motion by Krause to award contract to Up & Up Upholstery, 2nd by Soltis. Roll call vote: Bollman-yes, Brautigam-yes, Kidder-yes, Krause-yes, Soltis-yes, Weitzel-yes. Motion carries.

### *Public Comments*

None

### *Board Comments*

President Bollman attended the most recent meeting of Friends of ADL, and shared that in the future, wish list requests do not need to be approved by the Board before being requested of the FADL board.

Trustee Weitzel noted that she will not be present at the February 27 meeting, as she and her family will be traveling.

### *Motion to Excuse Absent Trustees*

None

### *Adjournment*

Meeting adjourned at 7:43 pm.

Next Meeting: Feb 27, 2025, 6:00 pm.