

Albion District Library  
Board of Trustees Regular Meeting  
June 26, 2025

Meeting called to order by President Bollman at 6:12 pm

**Roll Call**

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

**Public Comment**

None

**Approval of Agenda**

Director Stanczak requested an amendment to the second item under New Business. Following a meeting with the Wightman team earlier in the day, she would instead present two (2) options for the Board to consider. Motion to approve amended agenda by Soltis, 2nd by Kidder. All in favor, motion carried.

**Old Business**

*April 24, 2025 Meeting Minutes (May 22, 2025 meeting cancelled)*

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

**Financial Statement Review**

Report by Treasurer Brautigam

- Profit & Loss, December 2024 (Amended)
  - Local Millage/Taxes                 \$712,884.00                 100.5%                 pg1
  - Total Income                         \$944,714.16                 103.6%                 pg1
  - Personnel                             \$474,074.43                 99.2%                 pg1
  - Building & Grounds                 \$115,401.93                 93.1 %                 pg1
  - Total Expenses                     \$831,149.54                 94.5%                 pg2
  - Net Income                           \$ 83,222.82                 pg2
- Profit & Loss Budget (vs) Actual, May 2025
  - Local Millage/Taxes                 \$691,201.98                 95.1%                 pg1
  - Total Income                         \$721,806.84                 80.9%                 pg3
  - Total Personnel                     \$202,143.80                 35.4%                 pg3
  - Building & Grounds                 \$ 69,769.28                 55.4%                 pg4
  - Total Expenses                     \$382,973.76                 43.1%                 pg5
  - Net Ordinary Income               \$338,833.08                 pg5
- Check Detail, April-May 2025
  - 04/08/25, Dollywood Foundation, \$6250, deposit amount for approximately 6 months of Dolly Parton Imagination Library books for an estimated 350 participating area children, reimbursed will be requested from the spendable interest of DPIL Endowment at ACF
  - 04/08/25, ELM USA, \$1335, new disc resurfacing machine
  - 04/08/25, Fresh Blinds, \$1159, annual blinds/shades cleaning and repair
  - 04/12/25, Midwest Alarm Services, \$355, annual extinguisher service

- 04/12/25, Princesses by Bianca, \$160, Princess Storytime (program)
- 04/28/25 & 05/12/25, Princesses by Bianca, \$450, Bluey & Bingo (program)
- 04/28/25, Wightman, \$5308.75, Facility project schematics
- 05/07/25, Gutter Guardians, \$1057.50, Spring gutter clean-out
- 05/16/25, Up & Up Upholstery, \$6808, down payment to order vinyl for the furniture refurbishment project
- Balance Sheet, May 2025
  - Total Checking/Savings      \$ 969,222.32      -12.1%
  - Total Library Trust          \$ 1,388,739.39      19.7%
  - Total Assets                  \$ 2,357,961.71      4.2%
  - Total Current Liabilities      \$ 142,761.14      5.9%

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

### **Committee Reports**

- Facility Committee: met on May 28 to review Wightman schematic options (included in New Business).
- Finance Committee: will meet in August/September for mid-year FY2025 budget amendment and FY2026 original budget preparation
- Personnel: met June 20 to consider updates to benefits package, specifically sick leave policy, and a cost of living wage rate increase (included in New Business). Chair Weitzel noted that only a few director evaluation forms have been returned. Director Stanczak noted Director that her performance self-assessment will be sent out to trustees by/at the next meeting, and that any delay in evaluation and associated 2% merit increase can be addressed with a “make-right” retro pay calculation, as long as it is complete by the last payroll of the year.
- Policy Committee: has not met.

### **New Business**

*Personnel Committee: Recommend approval of 2025 Benefits Package Amendment and Base Wage Increase (included in packet).*

Presented by Chair Weitzel, Director Stanczak, and Treasurer Brautigam

- Sick leave accrual rate will increase from 6% to 8% and used sick leave will be included in the accrual calculation. References to the US Office of Personnel Management (OPM) will be removed.

Motion to adopt amended 2025 Staff Benefits Package by Krause, 2nd by Soltis. Roll call vote: Bollman-yes, Krause-yes, Brautigam-yes, Kidder-yes, Soltis-yes, Morgan-yes, Weitzel-yes. Motion carries.

*Personnel Committee: Recommend approval of Increase of Base Wage at 5%.*

Presented by Chair Weitzel, Director Stanczak, and Treasurer Brautigam

- ADL increased the base wage from \$12 to \$13.10, effective 12/2024, in anticipation of the MI Supreme Court's ruling on minimum wage. Other than longevity bonuses (phased out in 2021 in favor of annual 1% merit increases), there were no wage rate increases not required by increases in minimum wage rates.
- However, according to the Consumer Price Index (CPI) and United for ALICE's report for Michigan, the cost of the household essentials that matter most to ALICE and poverty-level households (housing, child care, food, transportation, health care, and basic technology), have increased due to inflation at faster rates than the national average, peaking in 2022-2023. ALICE stands for Asset Limited, Income Constrained, Employed - those working sometimes multiple jobs with few or no benefits and little-to-no savings for emergencies, college, or retirement.
- As of 2023, the United for ALICE report on the cost of household essentials for even a single adult living in Calhoun County, Michigan, puts the minimum full-time wage needed as \$14.59/hour.
- The Personnel Committee and Director Stanczak agree that, given the uncertainty of library funding at the state and federal level, we cannot commit to an increase of such size at this moment. However, the combined cost-of-living adjustment (COLA) issued by the US Social Security Administration (SSA) for 2024 & 2025, was 5.78%. The committee agree that a 5% increase to the current \$13.10/hour base wage is appropriate and within a sustainable budget supplemented by the rollover from FY2024, even if made retroactive to the first pay period in 2025.
- The Personnel Committee will also consider a COLA adjustment for the FY2026 original budget, based on economic forecasts, and present their recommendation as part of the budget planning process in September.

Motion by Krause to approve a 5% COLA to the \$13.10/hour Base Wage, retroactive to the first pay period in January 2025, 2nd by Weitzel. Roll call vote: Bollman-yes, Krause-yes, Brautigam-yes, Kidder-yes, Soltis-yes, Morgan-yes, Weitzel-yes. Motion carries. The new base wage will be \$13.76/hour.

*(Amended) Facility Committee: Proceed with "Option A" or Approve Development of "Option B"*

Presented by Director Stanczak

- The current project plan and preliminary schematics include extensive interior and exterior construction to facilitate the initial vision of redesign and replacement of the south-side parking lot and achieving ADA compliance for the original Superior Street and lower level exits with ramps. Due to the limits of slope, the ramps would take up significant space in the children's room and lower level storage and office space. Space is already a concern, along with the likelihood of interruptions to service for construction, and a much higher

- construction costs than expected (at or exceeding \$1.5 million).
- Due to these considerations, the Wightman team met (virtually) with Director Stanczak earlier that day to propose an alternative, but also ADA-compliant, avenue. The ADA requirements allow for “areas of refuge,” which are designated, fire-rated spaces within a multi-story building where those unable to use stairs can safely shelter while waiting for evacuation assistance during an emergency, along with two-way communication methods to call for assistance. With considerably fewer construction requirements, this may be a more achievable option to guarantee safe egress sooner than the fundraising required for Option A would allow.
- However, because Option B was not part of the Wightman’s preliminary schematic estimate, development of this option constitutes an additional and unbudgeted expense, for which Director Stanczak asks approval by the Board.
- Motion to approve additional expenses from Wightman for investigation, concept drawings, and preliminary schematics for Option B, by Weitzel, 2nd by Krause. Roll call vote: Bollman-yes, Krause-yes, Brautigam-yes, Kidder-yes, Soltis-yes, Morgan-yes, Weitzel-yes. Motion carries.

## **Director Update**

### *Director Report*

- Not available at time of meeting, but will be included in the next packet.
- Director Stanczak will be out of state with family for the July 24, 2025 meeting.

### *FY 2024 Audit Presentation*

- Initially scheduled for July, Director Stanczak asked if the Board wished to proceed without her, or to reschedule the presentation to the August meeting. She confirmed that the audit preparation was complete, the report had been filed with the State Treasury by the deadline, and she and Treasurer Brautigam confirmed that ADL had received the highest possible opinion for the audit. This presentation is the formal presentation and allows trustees to ask questions directly of the auditor.
- Trustees expressed a wish for Director Stanczak to be available for the presentation, especially with the new audit firm, and agreed to postpone the presentation.

## **Public Comment**

None

## **Board Comment**

Trustee Soltis cannot attend the next meeting on July 24, 2025.

## **Adjournment**

The meeting was adjourned at 7:40 pm. The next meeting is scheduled for July 24, 2025.