

Albion District Library  
Board of Trustees  
Regular Meeting  
November 20, 2025  
MakerSpace/Learning Center

**Call to Order**

The meeting was called to order by President Bollman at 6:08 pm.

**Roll Call**

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

**Public Comment (3 min)**

None present

**Approval of Agenda**

Motion by Weitzel to approve the agenda as presented, 2nd by Soltis. All in favor, motion carried.

**Old Business**

*October 30, 2025 Regular Meeting Minutes*

Motion to accept the minutes as presented by Krause, 2nd by Kidder. All in favor, motion carried.

*Financial Statement Review*

Report by Treasurer Brautigam

- Profit & Loss Budget (vs) Actual, Jan-Oct 2025
  - Local Millage/Taxes:           \$ 760,722.20           104.7%           pg 1
  - Total Income:                 \$ 890,436.76           99.8%           pg 2
  - Personnel:                    \$ 461,632.98           80.9%           pg 3
  - Building/Grounds:            \$ 105,583.77           83.8%           pg 4
  - Total Expenses:              \$ 772,675.06           87.6%           pg 5
  - Net Income:                  \$ 170,525.16                           pg 5
- Balance Sheet, October 2025
  - Total Checking/Saving:       \$ 819,387.67           -4.7%
  - Total Library Trust:         \$ 1,370,941.56       18.2%
  - Total Assets:                 \$ 2,190,329.23       8.3%
  - Total Current Liabilities     \$ 143,454.08       11.0%
- Check Detail, October 2025  
Director Stanczak noted the check to Red Cedar. The City required all businesses to update their water meters, and there was concern raised by our plumber about the insulation on the main water line. Thankfully, Red Cedar was able to confirm that the insulation was asbestos-free.

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

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### **Committee Reports**

- Personnel: Chair Weitzel will meet with Director Stanczak for the final piece of her annual performance evaluation.
- Facility: Chair Krause reports the committee is still waiting on the new (“Option B”) concept designs from Wightman. Director Stanczak is regularly checking our project status.
- Policy: not met
- Finance: Director Stanczak notes that the committee will meet in mid-December to work on the draft year-end budget amendment.

### **New Business**

#### *Request for 5pm Closure on December 23, 2025*

This year the day before Christmas Eve (a closed day) is a Tuesday, when ADL is usually open until 8pm. However, per low visitor counts for Dec 23 the last several years, and with no planned programming that night, Director Stanczak and the Leadership Team requested approval to close at 5:00pm. Motion to close ADL at 5pm on Dec 23, 2025, made by Weitzel, 2nd by Soltis. Roll call vote: Bollman-yes, Krause-yes, Kidder-yes, Soltis-yes, Weitzel-yes. Motion carries.

#### *Update on the MI Arts & Culture Council Grant*

In July 2024, ADL applied for and was granted a \$15,000 grant toward the renovation of the lower level exit in order to bring it in compliance with the Americans with Disabilities Act (ADA). Now the grant period is closed, and we’ve learned that, while schematic design services are considered an eligible expense for a project like ours, they understood our project to be shovel-ready due to specific unintentional phrasing in our application. Now that the period is closed, it is too late to request a mid-stream amendment, and the grant funds had to be returned to MACC and the State of Michigan. This is not something that we or our grantwriter have ever experienced with MACC and was an unpleasant surprise. However, the funds have been returned and we have been invited to reapply in the next grant round.

### **Director’s Report**

*Included in the packet.*

### **Public Comment (3 mins)**

None

### **Board Comments**

None

### **Motion to Excuse Absent Trustees**

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Motion to excuse Trustees Brautigam and Morgan made by Krause, 2nd by Weitzel. All in favor, motion carries.

**Adjournment**

President Bollman adjourned the meeting at 6:55 pm.

Next Board Meeting: December 18, 2025  
*(Since rescheduled to December 16 at 5:00pm  
to accommodate auditor availability  
for FY2024 audit report presentation.)*