

**Albion District Library Board of Trustees**  
**Naomi Lane Room, Albion District Library**  
**November 21, 2019**

Trustees Present: Gilg, Arndts, Seidl, Brown, Roberts, Rafail

Trustees Excused: Grant

Trustees Absent: None

Ex-officio: Director Stanczak

Public Present: Teresa Pienta, Bill Gatz, Stacy Gatz from Friends of ADL

Meeting called to order by President Gilg at 6:01 PM

**Approval of Agenda**

1. Amendments to agenda: None. Motion to approve agenda by Roberts, second by Seidl. All voice vote yes. Motion Carried.

**Consent Agenda:**

2. No changes to Consent Agenda. Motion to approve Consent Agenda by Arndts, second by Brown. All voice vote yes. Motion Carried.

**Discussion – Old and New Business**

3. Financial Review: Reports reviewed by James Seidl.

Balance Sheet: Amount shown under Other Assets/010.00 is the Joseph Volney Wilcox Memorial Library Book Fund at the Albion Community Foundation. As it includes only funds donated to the ACF, it is not an asset of ADL and should not show on our Balance Sheet as an asset. Director Stanczak notes that this entry is a result of the auditor's journal entries and will investigate.

Profit & Loss: The higher expenses over revenue reflect the cost of activities including the new HVAC and furnace and the elevator modernization. This will be resolved when the appropriate transfer in from the general fund balance is reflected in Quickbooks. Director Stanczak will reach out to our bookkeepers to confirm which line item should be used to show this in the budget.

Motion to accept financial review by Rafail, second by Roberts. Roll call vote: Gilg-yes, Arndts-yes, Seidl-yes, Roberts-yes, Rafail-yes, Brown-yes. Motion carried.

4. Committee Updates:

Policy Committee: Proposed update to by-laws presented at the October 24 meeting were reviewed. Revised section 10, sections 1, 2, 6, and articles 7, 8, 9. Removed the web address from by-laws.

Motion to approve by-law changes by Roberts, second by Seidl. Voice vote - all vote yes. Motion carried.

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Personnel and Facilities committees have nothing to report this session.

5. Director's report: Provided in the meeting packet.

6. Friends Annual Wish List: Friends have agreed to fund \$1500 for Summer Reading 2020. \$500 for WOWbrary, \$500 for movie license/public performance rights, \$400 to shirts/staff appreciation, and \$1,000 towards purchase of the new drinking fountain.

7. Director requests approval to offer BC/BS Simply Blue Gold \$1000 health insurance plan to eligible full-time employees. Motion to accept by Brown, seconded by Seidl. Voice vote - all vote yes.

Next meeting will be Jess Roberts' last as her term ends in December. We will all miss her wisdom and wit.

Motion to adjourn Brown, second by Roberts at 6:47 PM

Next meeting on December 19, 2019 6:00 PM in Elsie Munro Room.