

Albion District Library Board of Trustees
Naomi Lane Room, Albion District Library
September 30, 2019

Present: Gilg, Arndts, Seidl, Brown, Roberts

Excused: Rafail, Grant

Absent: None

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

Public Present: None

Approval of Agenda

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

Consent Agenda:

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

FY 2020 Budget Hearing

3. Budget Hearing: Opened public hearing at 6:02. No public present. Closed public hearing at 6:03.

Discussion – Old and New Business

4. Financial Statement Review: Reports reviewed by James Seidl.

Balance Sheet, Profit & Loss: Balance sheet inaccurately reflects \$571K in 026.00/Taxes Receivable, a journal entry made by the auditors for the FY 2018, not FY 2019. Nothing notable in Check detail. P&L: the \$35K in LCSA/573.00 reflects expectation of what will be received in March 2020 and moved back into FY 2019 budget by auditors. The \$23K received in March 2019 was moved into FY 2018 budget. This reflects guidance issued by State Treasury.

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

5. Committee Updates:

Personnel Committee: Reviewed director job description section in by-laws with no corrections or amendments and sent back to Policy Committee. Worked on 2020 Employee Benefits Package for FY 2020 Budget, including raising base wage to \$10/hr to remain competitive with local customer service positions.

Facilities: Nothing to report.

Finance: Budget review. Amended 2019 and proposed 2020. Treasurer recommends setting up a dedicated reserve fund for large facility and technology expenses (like HVAC repair, IT issues,

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etc). Motion to accept FY 2019 Budget amendment by Arndts, second by Seidl. Roll call vote: Gilg-Yes, Arndts-Yes, Seidl-Yes, Roberts-Yes, Brown-Yes. Motion carried.

Motion to adopt FY 2020 budget: 1st by Seidl, 2nd by Roberts. Roll call vote: Gilg-Yes, Arndts-Yes, Seidl-Yes, Roberts-Yes, Brown-Yes. Motion carried.

Policy Committee: Reviewing section 10 pertaining Library cards. Discussion of expanding use of existing Library1 cards to include adults without proof of address. Card will allow 1 item to take out at a time and can be used as a stepping stone for full privilege card when requirements are met. Personnel committee recommends Board grant discretion to Director Stanczak in granting these cards as section is revised and brought to full Board.

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

7. Friends Annual Wish List: Includes new drinking fountain for lobby with bottle filler (approx. \$1,250), SRC 2020 (\$1,500), one-year of Wowbrary weekly digital collection newsletter for patrons (\$500), and annual public performance rights contract (\$365). Motion to accept by Arndts, and 2nd by Seidl. Voice vote, all say aye, motion carried.

Motion to adjourn Seidl, 2nd Roberts @ 6:59pm

Next meeting on October 24, 2019 6:00pm in Naomi Lane Room