

## Albion District Library Board Meeting

January 28, 2021

Zoom meeting

The Meeting was called to order at 6:06pm.

Roll Call: President Carolyn Gilg- Sheridan Township, Calhoun County; VP Kimberly Arndts- Albion, Calhoun County; Treasurer James Seidl- Albion Township, Calhoun County; Trustee William Rfaill- City of Albion, Calhoun County; Secretary LoriRene Koehn- City of Albion, Calhoun County; Trustee Dixie Grant- City of Albion, Calhoun County (delayed due to technical difficulties)

Ex-Officio: Director Cynthia Stanczak; Dep. Dir. Lynn Schofield-Dahl

Public Comment- Lynn Schofield-Dahl said that they are excited about reopening the Library for in-person visits this Monday, February 1st.

### **Approval of Agenda**

Request to Amend Agenda: Director Stanczak said we need a Certificate of Thanks for years on the Board for Victoria Brown. Also part-time staff member Sheryl Gardenier is retiring after 8 years; support for certificate of recognition of retirement.

Motion to accept the agenda as amended was made by Rfaill, 2nd by Seidl. Roll vote: Gilg-yes, Arndts-yes, Seidl-yes, Rfaill-yes, Koehn-yes. So moved.

No new board members to present.

Please sign the Conflict of Interest Disclosures and turn it in as soon as possible.

### **Election of Officers for the 2021 Board of Trustees**

Present officers are: President- Carolyn Gilg; Vice President- Kimberly Arndts; Secretary- LoriRene' Koehn; Treasurer- Jim Seidl

We will table the election of Officers until later in the meeting after arrival of Trustee Grant.

### **Old Business**

Approval of December 17, 2020 Minutes. No amendments to the meeting.

### *Financial Statement Review*

Balance Sheet/P&L: Property taxes for FY 2021 will arrive over the next four months. Some revenue and expenses will be reversed back into FY 2020 as they arrive, per auditors. Director Stanczak will include amended financials for Dec 2020 until the FY is closed before audit to reflect updates.

Check Detail: Final bills for remediation and new roof, and initial bills for the managed IT services noted.

Motion to approve the Financial Statements was made by Rifaill, 2nd by Arndts. Roll call vote: Gilg-yes, Arndts-yes, Seidl-yes, Grant-yes, Rifaill-yes, Koehn-yes. So moved.

### *Return to Election of Officers*

Trustee Grant has joined the meeting. Trustee Grant declines the invitation to be President or Vice President. Trustee Koehn agrees to be Vice President. Trustee Gilg agrees to continue as President, pending special ballot per by-laws. Trustee Arndts agrees to be Secretary. Trustee Seidl agrees to continue as Treasurer, pending special ballot per by-laws.

Motion to accept Trustee Koehn as Vice President and Trustee Arndts as Secretary made by Rifaill, 2nd by Seidl. Roll vote: Gilg-yes, Arndts-yes, Seidl-yes, Rifaill-yes, Koehn-yes, so moved.

A Special Ballot for Trustee Seidl to continue as Treasurer was made by Arndts, 2nd by Grant. Roll vote: Gilg-yes, Arndts-yes, Seidl-yes, Grant-yes, Rifaill-yes, Koehn-yes. So moved.

A Special Ballot for President Gilg to continue as President was made by Seidl, 2nd by Arndts. Roll vote: Gilg-yes, Arndts-yes, Seidl-yes, Grant-yes, Rifaill-yes, Koehn-yes. So moved.

## **New Business**

### *Proposal for LED Retrofit Project*

See proposal from LM Electric to retrofit all remaining CFL light fixtures. Originally quoted in 2019, but deemed too expensive, fixtures have been retrofit piecemeal as they failed. Two factors influence this proposal - current energy efficiency credit requires no additional paperwork and Consumers Energy rates increased 12% beginning in December 2020 (with approval from State of Michigan) to offset additional costs. By completing the project now, we can limit the long-term cost of lower-efficiency lighting. While not included in the FY2021 budget approved in September 2020, it can be funded as a facility improvement project and included in the mid-year budget amendment.

Motion to accept the \$6986 proposal to retrofit remaining CFL lighting in the Library to LED was made by Seidl, 2nd by Rifaill. Roll vote: Gilg-yes, Arndts-yes, Seidl-yes, Grant-yes, Rifaill-yes, Koehn-yes. So moved.

## **Committee Appointments**

Facilities chair- Gilg, Seidl as member  
Personnel chair- Koehn, Arndts as member  
Policy chair- Grant, Arndts as member  
Financial chair- Seidl, Rafail as member

### **Determination of 2021 Meeting Schedule**

Fourth Thursday of the month

Should we change the time of the meetings to 7pm because of Zoom meetings?

Arndts prefers the 6pm. Director Stanczak reminds us that the meeting time must be published ahead of time.

Meetings will be at 6pm on the fourth Thursday of the month with the exceptions of November and December.

Motion to accept the meeting times and days above made by Arndts, 2nd by Grant. Roll vote: Gilg-yes, Arndts-yes, Seidl-yes, Grant-yes, Rafail-yes, Koehn-yes. So moved.

### **Adoption of the MERS Deferred Contribution Addendum**

There was some confusion about what the library would contribute (7%) and what the employee would contribute (0%) This is included in the packet provided.

Motion to approve the Addendum was made by Arndts, 2nd by Koehn. Roll vote: Gilg-yes, Arndts-yes, Seidl-yes, Grant-yes, Rafail-yes, Koehn-yes, So moved.

### **Director's Update**

We are excited to have the repairs completed! Another water leak was found by mistake on the first floor, unrelated to the roof problem but instead to aging plumbing. The Library is reopening for in-person visits beginning February 1, and due to the many extensions of library card expiration dates during the extended mold closure, approximately 80% of current library accounts are due to be renewed on that date. There are 3 open positions - Circulation Manager, Office Assistant, and Circulation Assistant - have been posted.

Certificates of Appreciation will be awarded to immediate past Trustee Brown and retired staff member Sheryl Gardenier in recognition of their service.

Lynn Schofield-Dahl has some information on a workshop through the State on Library Boards working together.

Remember to sign the Conflict of Interest declaration included in the packet and return to Director Stanczak.

Next meeting is February 25, 2021.

Meeting Adjourned at 7:08pm.

Vote by leaving the meeting.

