

**MAUD PRESTON PALENSKE MEMORIAL LIBRARY BOARD**  
**MEETING MINUTES**  
**Tuesday, March 28, 2022**  
**DRAFT**

**Call to order:** Board President Ren Baldwin (City of St. Joseph) called the meeting to order at 6:01 p.m.

**Other board members present:** Treasurer Jim Kodis (City of St. Joseph); Secretary Rick Ast (City of St. Joseph); Melissa Clapper (St. Joseph Township); Patrice Rose (St. Joseph Township); Mimi Elwell (St. Joseph Township). Barbara Thompson (City of St. Joseph). and Betty Mundy (St. Joseph Township).

**Also present:** Director Stephanie Masin; Assistant Director Paula Stakley; Administrative Assistant Sue Morgan; Curtis Osmun, library assistant for computer services; Virginia Antonson of the Friends of the Library; and Bernice Mason of St. Joseph.

**Friends of the Library:** Antonson said the Annual Book Sale will take place in the Library Auditorium on April 21-23.

The Friends have donated \$4,400 to fund the Summer Garden Program, and are providing such items as garden carts and umbrellas, Antonson said. The Friends are also going to provide the library with a digital locker, so patrons can pick up reserved material even when the library is not open, she added. Director Masin said the locker, which will have 15 to 18 compartments, will initially be placed at the library's front entrance.

Antonson also said the Friends, which have been on a "hiatus" during the pandemic, will resume membership drives and send fund-raising letters in June. The Friends' next meeting will also be in June, she added.

**Minutes:** Elwell moved to accept the minutes of the Feb. 22 meeting, and Kodis supported the motion. Voting in favor were Baldwin, Kodis, Ast, Clapper, Rose, Elwell, Thompson, Mundy, and Buursma.

**Bills:** Kodis, supported by Clapper, moved to pay the Library's February bills in the amount of \$6,939.85. Voting in favor were Baldwin, Kodis, Ast, Clapper, Rose, Elwell, Thompson, Mundy, and Buursma. Kodis said the total "was a nice little number," but added that the board "should not get in the habit of expecting that."

**Financial report:** Kodis reported that the Endowment Fund had \$1,091.35 as of Feb. 28, 2022, \$461,801.43 year to date in bank deposits (\$460,710.08) at the start of the year), for a 0.355 percent annualized return.

In financials, the Endowment Fund had: revenues of \$312.08 year to date as of Jan. 31, 2022, expenditures of \$0, for a net gain of \$312.08. The numbers do not include Berrien Community Foundation gains or losses.

The Library Fund had: revenues of \$765,423.26 year to date as of Feb. 28, 2022, for 98.57 percent of budget versus 66.67 percent fiscal year; expenditures of \$470,131.12 for 56.47 percent of the budget, with a net gain of \$295,292.14.

**Vice president Vacancy:** Elwell, supported by Buursma, nominated Melissa Clapper for the vacant vice president position. Voting in favor of the nomination were Baldwin, Kodis, Ast, Clapper, Rose, Elwell, Thompson, Mundy, and Buursma.

There were no further nominations from the floor, and the board then voted unanimously to elect Clapper as vice president. She replaces Liz Darato.

**Staff job descriptions:** Baldwin complimented Masin on the job she had done rewriting the descriptions. Masin said the new descriptions “better define the hierarchy of how we function.”

The descriptions included starting rates of pay, and Baldwin suggested those not be included in the final version. Baldwin said the board would vote on the final versions in April, but Masin asked that the board approve the job descriptions including the changes that same night.

Clapper moved to accept the new descriptions, and Thompson seconded her motion. Voting in favor were Baldwin, Kodis, Ast, Clapper, Rose, Elwell, Thompson, Mundy, and Buursma.

**Bylaws:** The board discussed suggested changes to the board’s bylaws, though Baldwin said the changes could not be approved at the meeting as he is still waiting for information from the library’s lawyer. He also said the board needs its own purchasing policy, which is currently done through the City of St. Joseph.

**Americans with Disabilities Act (ADA):** Masin said the recent changes to the state’s Open Meeting Act mean “potential violations” of ADA laws when it comes to “remote attendance versus health concerns. The best way to deal with that is to have an ADA policy.”

Kodis said, “You might want to wait until (the changes) are tested in court, so you won’t be tested in court.” Baldwin advised that the board “leave it on the shelf and see what works out.”

**Mechanical Room Door Replacement:** The library received a bid of \$5,445 from S.A. Morman & Co. of Portage to replace the door. Morman & Co. noted that the bid did not include some necessary HVAC and electrical work.

Kodis advised accepting the bid now, with a provision that the total bill for the project not exceed \$9,000. He put that in the form of a motion, and Rose seconded the motion.

Voting in favor were Baldwin, Kodis, Ast, Clapper, Rose, Elwell, Thompson, Mundy, and Buursma.

**Special meeting:** The board agreed to hold a special meeting at 6 p.m. Tuesday, April 12, for the end of year 2021-22 and fiscal 2022-23 budget.

**Adjournment:** Kodis, supported by Ast, moved to adjourn the meeting. Voting in favor were Baldwin, Kodis, Ast, Clapper, Rose, Elwell, Thompson, Mundy, and Buursma.

Baldwin adjourned the meeting at 7:27 p.m.

The board's next regular meeting will be 6 p.m. Thursday, April 26.

Respectfully submitted,  
William Ast, secretary