Maud Preston Palenske Memorial Library
Meeting of the Board of Trustees
March 27, 2018

DRAFT

Vice President Liz Darato called the meeting to order at 6:03 pm. Other board members present were William (Rick) Ast, Melissa Clapper, Mimi Elwell ,Bill Engeln, Jim Kodis (p), Stephanie Mack , Patrice Rose and Stephanie Masin.

Also Present:

Absent: Ren Baldwin, Patrice Rose

Announcements:

It was moved by Ms Elwell and seconded by Mr Engeln to appoint Liz Darato, Vice President as acting President and to run the meeting in Mr Baldwins absence. Motion carried.

Public Comment: None

Friends of the Library:

Jenny Antonsin reported the Friends met March 10, 2018 and are moving forward with securing non profit status. They voted to spend $1450 to fund several Summer Reading Programs; The Wednesday morning Story Time , School of Rock, Pint Size Polka, Kick off Party for Tweens, and some Teen programs. They also spent $638.93 for wish list items. The total they have spent so far is $3,088.90. The April Book Sale is scheduled for April 26-28. With a bag sale on the 28th. There are plans to do a membership drive in June.

Minutes:
It was moved by Ms Clapper and seconded by Ms Elwell to approve minutes from the February 27, 2018 Board Meeting. Motion carried.

It was moved by Ms Elwell to accept the minutes of the Special Meeting to Review Flooding in the Children's Department dated March 15, 2018 with 2 corrections. Seconded by Ms Clapper. Motion carried.

Treasurer's Report:
Approval of Bills:

Board members reviewed the bills for February 2018. It was moved by Mr. Engeln seconded by Mr. Ast to approve the bills from February 2018 in the amount of $11,312.13 Motion carried.

Financial Report:

Mr. Engeln noted that there is a new format for the financials. Also that 67.34% has been expended so far this year.

Ms Masin noted that the bill for Heaven Scent for water extraction was $1816. and that we will continue to be billed while they are providing the water extraction service.

Director's Report: (Including Statistics)

Stephanie Masin, Director expressed gratitude to the staff and community members who have willingly stepped up to provide assistance in moving materials and finding alternatives so the Library can continue to provide excellent services to our children and the all of our constituents as we deal with determining the best and appropriate option for resolving the water issues.
She reviewed getting bids to fix the water problem. The Carnivale event was well attended this year in spite of water problems at both the Heritage Center and the Library.

President Comments:

Ms Darato and Ms Elwell noted that they have received many questions and comments about the status of the flooding at the library.

Old Business:

Ms. Elwell moved we have a Building Subcommittee supported by Mr. Engeln Motion passed.
Members are Jim Kodis, Melissa Clapper, Stephanie Mack and Stephanie Masin.

Ms. Masin Reviewed Commercial Buildings for sale that might meet the needs of the library and indicated there currently are not many options available. She will be meeting with the Board Building Subcommittee to review, assess and prioritize recommendations on how to proceed. Abonmarche indicated interior renovation costs would be $65-$80 per sq. ft. and a whole new addition would cost $180 per sq. ft.

Ms. Masin provided information on attorneys that specialize in library law. The Board reviewed the list and Ms Masin will get @ least 3 bids on the specific issues we might want them to help with relative to legal advocacy for the library.

Ms Masin updated the Board on the status of the flooding repairs. B&Z came out to asses whether an exterior sump pup or excavation to install proper drain tiles along the exterior of the building would solve the problem. They advised against doing excavation and drain tiles along the north elevation on Market Street as it would require tearing out the fence, sidewalk and front porch as well as blocking any access through the front of the building during repairs. B&Z will be submitting a bid for exterior work along the Lake Boulevard side and suggested we consider other options for the north Market Street side.

Ms Masin accepted an offer from Abonmarche to help gather bids for the exterior work from other contractors as well.

Great Lakes Waterproofing out of Kalamazoo is scheduled to assess the situation and provide an estimate.

B-Dry out of Kalamazoo is scheduled to assess the situation and provide an estimate.

Ms Masin advised the Board set a date for a special meeting to review proposals and determine the best repair option.

Ms Masin provided an update on the Jaeger Donation for the local History Room. The unused portion of funds need to be moved out of the operating fund and into a restricted fund at the end of the current fiscal year. Ms Masin shared notes that the staff have met and are working on prioritizing steps in the process to movie forward with digitizing.

Fundraising:

Ms. Darato shared we collaborated with the Heritage Center on the Lego Build evening. It is a nice partnership and both organizations and would be interested in collaborating on future events

New Business:

Ms Masin reviewed the End of Year 17-18 and Fiscal Year 18-19 projections. Ms Masin answered a question relative to why the figure for combined salaries for 2018 was lower than 2017. She reported as staff have left, new hires have come in at a lower rate of compensation.
Ms Elwell made a motion to accept the 2018 budget as presented and it was seconded by Mr. Engeln. Motion carried.

Board Comments:

As the Board looks forward to making the best possible decisions relative to the $1,000,000.00 plus maintenance costs as determined by the Facilities Assessment Study, and maintaining an operating budget to provide the level of service the community has come to expect, the Board will continue to work with the City of St, Joseph and St. Joseph Township to explore all funding options that may be available to determine the best course of action possible.

Adjournment:

It was moved by Mr Ast and seconded Ms Elwell by to adjourn the meeting at 7:53. Motion carried.

Next Board meeting April 24, 2018.

Respectfully submitted,

StephanieMack

Secretary