

DRAFT

Maud Preston Palenske Memorial Library Meeting Of the Board of Trustees February 26, 2019

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

Also Present: Stephanie Masin-Director, Paula Stakely - Assistant Director, Ginny Antonson Friends of the Library

Absent: None

Visitors: Kathy Stady
Ginny Antonson, Friends of the Library

Announcements:

Public Comment:

Connection to Berrien Community Foundation preliminary meeting with Lisa Cripps Downey about investigating the possibilities .

Kathy Stady talked about doing a Community Marketing Survey targeting regular users and the broader community, including non users. The survey is a recommendation from the Building Subcommittee. She is excited and willing to donate her time. There may be some small expenses tied to incentivizing and putting it together. The Board and Ms. Stady discussed what information would be most valuable and how the Board could use that information. Most important is finding out what the Board wants to learn and how to use that information.

Friends of the Library :

Ginny Antonson reported the new officers are President is Rebecca Marsden, Ginny Antonson Vice President , Deb Burlingame, Treasurer and Kevin Truman, Secretary. She recognized the outgoing President and for her leadership and guidance. The membership has increased and to 68 members. Minutes are posted on the Friends of the Library link . The Spring Book Sale is April 25-27, 2019. The Friends would like helpers on the 20th for set up and at the sale. There was \$735 netted from the Children's Book Sale.

Approval of the Minutes:

It was moved by Mr. Kodis and supported by Mr. Ast to approve the November 27, 2018 minutes with one correction. Motion passed.

Treasurer's Report:

Mr. Engeln reviewed the financials.

Approval of the bills:

Mr. Engeln reviewed the bills for November 2018 in the amount of \$19,388.67 and noted that there were some one time big items for November.

Mr. Engeln reviewed the bills for December 2018 in the amount of \$8155.17 and noted that there were some smaller expenses this month.

Mr. Engeln reviewed the bills for January 2019 in the amount of \$14,586.76 .

Mr. Engeln made a motion to approve payment of the November 2018 bills in the amount of \$19,388.676. to approve payment of the December 2018 bills in the amount of \$8155.1 and to approve payment of the January 2019 bills in the amount of \$14,586.76. Supported by Mr Kodis . Motion passed.

New Business: Print & Computer Management System

After reviewing the three quotes Ms. Masin made a recommendation that the Board approve M-Console for a total of \$6300 with a \$300 annual maintenance fee. This is a Michigan Company. Mr. Kodis moved supported by Ms. Clapper. Motion passed

Staff In-Service Day March 15, 2019

The topics for the staff inservice being planned will include training on the new fire panel, how to handle mental health crisis, area social service entities, team building and project completion.

A motion was made by Mr. Kodis and Supported by Mr. Ast to approve closing the library and spending \$1555. for a Staff In-Service Day on March 15, 2019. Motion passed.

Ms. Masin reviewed the Capital Improvement Summary which included the additional items for final billing to repair the water problems, totaling \$20,661. A motion was made by Mr. Kodis to amend the 2018-19 Capital improvement budget to include the \$20, 661. supported by Ms. Clapper Motion passed.

Ms Masin included a copy of the Audit performed by Stevens, Kirinovic & Tucker for the Boards review and information.

Old Business: NONE

Building Subcommittee: Staff & Board Survey Compilation None

Director's Report: (Including Statistics)

This report was included in the Board Packet

Board Comments:

Ms. Rose clarified that the additional \$14000 was a gift from the Township Library Fund, and the motion did not include intent to pass along those additional dollars in future years. The Library Board was very appreciative of the additional dollars received this year.

Adjournment:

The meeting was adjourned at 7:42pm.

Next Board meeting - March 26, 2019 at 6:00pm.

Respectfully submitted,

Stephanie Mack

Secretary