

Maud Preston Palenske Memorial Library
Board of Trustees Meeting
May 25, 2021
Draft

Call To Order: The meeting was called to order at 6:03 PM by President Ren Baldwin.

Other Board Members Present: Melissa Clapper (St Joseph Township), Patrice Rose (St Joseph Township), Jim Kodis (City of St Joseph), Kathy Buursma (City of St. Joseph) , Stephanie Mack, (City of St Joseph), Liz Darato (St Joseph Township) , Mimi Elwell (St Joseph Township), Ren BaldwinConcord, Ohio representing (City of St Joseph)

Also Present: Stephanie Masin-Director, Paula Stakely- Assistant Director, Sue Morgan Administrative Assistant

Absent: Rick Ast (City of St Joseph)

Welcome new Board Member: Kathleen Buursma

Visitors: None

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Announcements: None

Public Comment: None

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Approval of the Minutes: It was moved by Ms. Elwell and supported by Mr. Ast to approve the April , 2021 minutes,

Melissa Clapper Yes, Patrice Rose Yes, Jim Kodis Yes, Kathy Buursma, Yes, Stephanie Mack, Yes, Liz Darato Yes, Mimi Elwell Yes, Ren Baldwin Yes.

The Board voted unanimously to approve the motion with 1 addition, that Paula Stakely was in attendance.

Approval of the Bills: Mr. Kodis reviewed the bills and made a motion to pay the 2021 bills , in the amount of \$. 22,670.62 Supported by Mr. Elwell

Kathy Buursma, Melissa Clapper Yes, Patrice Rose Yes, Jim Kodis Yes, Stephanie Mack Yes, Liz Darato Yes, Mimi Elwell Yes, Ren Baldwin Yes. The Board voted unanimously to approve the motion..

Finance Report:

Mr. Kodis reviewed the Financials and noted the investment earnings for April, 2021. The Berrien Community Foundation funds are reported quarterly. Mr. Kodis made a motion to approve the Financial Report as received. Supported by Ms. Elwell. The budget is tracking where Ms. Masin anticipated, with a slight deficit projected at year end.

A Zoom conference with city was held regarding the O'Hanlen Handshaw funds donation. Ms. Masin noted that the Board followed proper procedure relative to the acceptance and handling the transfer of these funds to the Berrien Community Foundation, which occurred during the November 2020 meeting, of which the city received a copy.

Mr. Kodis moved to receive the finance report. Second by Ms. Elwell

Kathy, Buursma, Yes Melissa Clapper Yes, Patrice Rose Yes, Jim Kodis Yes, Stephanie Mack, Yes, Liz Darato Yes, Mimi Elwell Yes, Ren Baldwin Yes. The Board voted unanimously to approve the motion.

Old Business: Summer Programming at the Library.

Ms. Masin will send out a combined sponsor letter this year. Programming is ongoing and the May attendance has been very good. The programs are taking place in the garden. A listing is included this month in the Board packets.

New Business:

Ms. Masin shared the Community Led Book Club Policy. After some discussion, Mr. Baldwin noted that every attempt be made to retrieve materials and allow patrons to keep the materials as long as possible.

Mr. Kodis made a motion to approve the Community Led Book Club Policy and Ms. Elwell seconded. Motion passed unanimously.

Kathy, Buursma, Yes Melissa Clapper Yes, Patrice Rose Yes, Jim Kodis Yes, Stephanie Mack Yes, Liz Darato Yes, Mimi Elwell Yes, Ren Baldwin Yes. The Board voted unanimously to approve the motion.

Ms. Masin provided information on the Hoopla Limit Increase. She noted that the stats will be revised for future meetings. The Hoopla stats have been recorded separately. Ms. Clapper made a motion to increase the Hoopla Limits up from 5 to a maximum of 7 checkouts per month per patron; Mr. Kodis seconded.

Kathy, Buursma, Yes Melissa Clapper Yes, Patrice Rose Yes, Jim Kodis Yes, Liz Darato Yes, Mimi Elwell Yes, Ren Baldwin Yes. The Board voted unanimously to approve the motion

Board Nominating Committee

Ms Elwell agreed to head to Board Nominating Committee for the July 2021 Officer Elections.

Director's Report: Covered under new business

President Comments: None

Board Comments: None

Adjournment: Mr. Kodis made a motion to adjourn the meeting at 7:18pm. Supported by Ms. Elwell .

Kathy Buursma Yes, Melissa Clapper Yes, Patrice Rose Yes, Jim Kodis Yes, Rick Ast Yes, Liz Darato Yes, Mimi Elwell Yes, Ren Baldwin Yes.

The Board approved the motion unanimously.

Next Meeting: June 22, 2021

Respectfully Submitted,

Stephanie Mack

