

DRAFT

**Maud Preston Palenske Memorial Library Board Meeting
June 22, 2021**

Call to Order

President Baldwin called the meeting to order at 6:01pm

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

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

Absent: None

Visitors: Curtis Osmun, Library employee, Paul
Four ABM officials, Ann Zimmer, Tom Hogan, George Bishop, and Daniel Trembly,

Announcements: None

Friends of the Library:

Friends of the Library Report for 6/22/2021 Library Meeting per Ren Baldwin
The Friends of the Library met for the first time in over a year on June 12, 2021.
Their Non Profit status was renewed.

A staff appreciation luncheon is being planned
\$1575 was donated to the Library Summer Reading Program, to be used where needed. \$500 of that amount will be used to purchase backdrops of various design.

BOOK SALES

Kathy Ward and Sally Hulling are in charge of the book sales. Presently they are selling books in the Norris room Tuesdays 4-6 and Wednesdays 12-3. These times coincide with Library programs.

The “big” sale will be August 5-7 located in the Norris room and gallery. Times: 12-6 on Thursday and Friday and 12-4 on Saturday.

Public Comment: ABM Final Report Review

The results of the energy efficiency project were provided. Mr. Bishop said the project included: improvements to the boiler, water heater, air conditioning, LED lighting, and the “building envelope” to “keep out the wind.” The library in this first year of the project has already saved some \$28,000 in energy costs, he added.

“Overall, I think it was a project ... very much to our benefit,” Mr. Baldwin said.

Ms. Masin reported that the thunderstorm on Monday caused what were likely “major, major” power surges that knocked out sump pumps. That resulted in some flooding, she said, but added the pumps have now been reset.

Approval of Minutes:

A motion was made by Mr. Kodis and supported by Ms. Darato to approve the Minutes from May 25, 2021.

Kathy Buursma Yes, Melissa Clapper Yes, Liz Darato Yes, Mimi Elwell Yes, Jim Kodis Yes, Patrice Rose Yes, Ren Baldwin Yes. The Board voted unanimously to approve the motion (Mr. Ast abstained as he was not present at the last meeting, Ms. Mack was not yet present to vote)

Approval of the Bills: Mr. Kodis reviewed the bills and made a motion to pay the May 2021 bills, in the amount of \$18,020.24 Supported by Ms. Elwell.

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

Approval of the Finance Report: Mr. Kodis reviewed the financials and noted that Investment earnings were .9% for the year. Expenditures are at 88.54% and continue to track close to our Budget.

A motion was made by Mr. Kodis to receive the monies from the Huntington National Bank Escrow account, in the amount of \$5,573.32, and apply the excess to the Library Capital Project Account. Supported by Ms. Elwell

A motion was made by Mr. Kodis to increase the 930 Repair and Maintenance Fund by \$7,000.00, for a year end adjustment to \$35,000.00. Supported by Mr. Ast.

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

A Motion was made by Mr. Kodis to amend the budget to include Bank Investment Fees in the amount of \$7,320.65, to cover the O'Hanlon Handshaw contribution. Account 271-790.000-801.300 Supported by Ms. Darato.

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

A motion was made by Mr. Kodis to adjust the budget for account 271-000.000-675.000 Contributions-Private, in the amount of \$836,803.04, and to amend the 271-000.000-666.200 Realized Gains account to \$201,857.27 and unrealized gains to -\$173,020.09. Supported by Ms. Elwell

Rick Ast Yes, Ren Baldwin Yes. Kathy Buursma Yes, Melissa Clapper Yes, Liz Darato Yes, Mimi Elwell Yes, Jim Kodis Yes, Stephanie Mack Yes, Patrice Rose Yes, The Board voted unanimously

A motion was made by Mr. Kodis to adjust the budget for account 271-000.000-666.000 investment income by \$1,692.85. Supported by Mr. Ast

The Board voted unanimously to approve the motion

Old Business: None

New Business:

Accept Donations - Dorothy Lininger Estate

Mr. Baldwin moved the Board needed to make a resolution to accept a donation from the Doris Lininger Estate in the amount of \$15,000.00, to be placed in the operating funds line item # 675 Contributions Private. The following resolution was presented:

The Library Board resolves to accept the donation from the Doris Lininger Estate, to be deposited in the Operating Funds Private Donation Funds and further resolve to follow through with Fidelity on the remaining \$4,534.00 to also be deposited in the Operating Private Donations Fund when received.

Mr. Kodis and Ms. Elwell supported acceptance of the resolution.

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

Memory Tree - (Tri Colored Beech Tree for Garden

Mr. Kodis move that we accept the donation of a Tri Colored Beach Tree from Brittany Webb, in memory of her sister and brother-in-law and their two children. This is with the understanding that the library will determine placement and be held harmless relative to circumstances surrounding the tree. Supported by Ms. Clapper.

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

Change Hours of Operations and In-Person Board Meetings

Mr. Ast moved that due to changes in Covid requirements and short staffing that the Library open earlier beginning Monday July 12, 2021 through - September 6, 2021. Hours of operation to be 10:00am-6:00pm M-F. Normal hours of operation to begin September 7, 2021. Supported by Mr. Kodis

Rick Ast Yes, Ren Baldwin Yes. Kathy Buursma Yes, Melissa Clapper Yes, Liz Darato Yes, Mimi Elwell Yes, Jim Kodis Yes, Stephanie Mack Yes, Patrice Rose Yes, The Board voted unanimously

Directors Report:

Ms. Masin discussed the Book Drop Art Contest being planned. The Board would like Ms. Masin to move forward with this project. She also noted the Library has had a very successful Summer Programming session with increasing numbers. She is very thankful for our very generous community sponsors. Additionally, the Symphony In The Garden concerts have been well attended.

Presidents Comments: None

Board Comments: None

Adjournment: Mr. Kodis moved to adjourn at 7:30pm. Supported by Mr. Ast.

Rick Ast Yes, Ren Baldwin Yes. Kathy Buursma Yes, Melissa Clapper Yes, Liz Darato Yes, Mimi Elwell Yes, Jim Kodis Yes, Stephanie Mack Yes, Patrice Rose Yes, The Board voted unanimously.

Next Meeting: July 27, 2021 In the Solarium.