

Maud Preston Palenske Memorial Library Board Meeting Minutes
July 27, 2021
DRAFT

Call to order

Board President Ren Baldwin (City of St. Joseph) called the meeting to order at 6:37 p.m., following the board's Annual Meeting.

Other board members present: Vice President Liz Darato (St. Joseph Township); Secretary Rick Ast (City of St. Joseph); Kathy Buursma (City of St. Joseph); Melissa Clapper (St. Joseph Township); Stephanie Mack (City of St. Joseph); and Patrice Rose (St. Joseph Township).

Absent: Treasurer Jim Kodis (City of St. Joseph); Mimi Elwell (St. Joseph Township).

Also present: Director Stephanie Maisin, Administrative Assistant Sue Morgan, Virginia Antonson representing the Friends of the Library, and new library employee Maggie Jones.

Visitors: none.

Announcements: none.

Friends of the Library: Antonson said the Friends (FOL) "are getting back on track" after the long COVID shutdown. This year's annual book sale will be held Aug. 5-7, in the Gallery and in the Norris Room, she said.

Antonson said the FOL has gotten numerous questions about book donations, but are unable to accept them as yet. In the meantime, the group has been coordinating "mini-sales" with garden events, she said. Maisin said the Friends "have done a great job of reorganizing how they sell books."

The FOL's next meeting will be 10 a.m. on Aug. 14, Antonson said. The group is also planning a membership drive, she added.

Minutes:

Darato moved to approve the minutes of the June 22 board meeting. Mack seconded the motion.

Voting in favor were Baldwin, Darato, Ast, Buursma, Clapper, Mack, and Rose.

Bills: Mack, supported by Buursma, moved to pay bills totaling \$13,965 for the month of June.

Voting in favor were Baldwin, Darato, Ast, Buursma, Clapper, Mack, and Rose.

Financial report: Baldwin read the June financial report submitted by Kodis, who was not present.

For investment earnings, the Endowment Fund has \$4,012.12 year-to-date versus \$3,300 budget in interest from bank deposits, \$460,710.08 in bank deposits, for a 0.874% return.

For the Berrien Community Foundation fund growth since June 30, 2020, the BCF Endowment Fund #00577 shows \$673.04 in growth with a beginning balance of \$1,911.62, with growth at 35.2% (the gain is unrealized until funds are withdrawn), and \$446.52 of the balance is currently spendable.

For BCF Endowment Fund #00573, \$48,811.17 in growth with a beginning balance of \$238,985.40, with growth at 20.4% (the gain is unrealized until funds are withdrawn), and \$58,577.55 of the balance is currently spendable.

BCF Library Growth & Use Fund #00609, \$72,961.51 in growth with a beginning balance of \$800,000 including a \$1,000 additional gift, annualized growth of 18.2% (the gain is unrealized until funds are withdrawn), and \$872,961.51 currently spendable.

For financials, the Endowment Fund has revenues of \$57,509.27, expenditures of \$22,522.44, and a net gain of \$34,986.83 (numbers do not show BCF gains since March).

The Library Fund has revenues of \$1,635,554.92 and expenditures of \$681,190.93, for a net gain of \$954,363.99 (including a donation of \$800,000).

Utilities for 2021 are \$31,127.65 versus \$64,501.52 in 2020. Repair expenditures are \$38,490.65 in 2021, as compared to \$35,323.43 in 2020.

The Capital Project Fund has a beginning balance of \$306,820.34, and an end balance of \$312,393.78.

Rose, supported by Buursma, moved to accept the financial report. Voting in favor were Baldwin, Darato, Ast, Buursma, Clapper, Mack, and Rose.

Clapper suggested that Kodis conduct a workshop for board members on the budget and on financial matters.

Old business: Maisin noted that continuing elevator problems are “still impacting our plans to reopen.” The elevator must be operational for the library to be compliant with the American with Disabilities Act (ADA), she noted. “There is confusion over what needs to be replaced.”

Baldwin said he was “a little frustrated that ABM wasn’t taking more of a major role in that problem.” He said the library needs to get ABM, City Plumbing, and Great Lakes Elevator on the phone” to get the problem resolved.

Bequest: Clapper, supported by Burrsma, moved to authorize Baldwin, on behalf of the board, to accept the Gary Lockwood Trust bequest of \$85,961.40 and that the funds be placed in the Maud Preston Palenske Growth and Use Fund at Berrien Community Foundation.

Voting in favor were Baldwin, Darato, Ast, Buursma, Clapper, Mack, and Rose.

Gutter Repairs: Clapper, supported by Rose, moved that the board accept the gutter repair bid of \$9,750 submitted by L&A Gutters.

Voting in favor were Baldwin, Darato, Ast, Buursma, Clapper, Mack, and Rose. There was some discussion of whether the board should wait for more information from Dennison. “I’m hesitant to wait,” Baldwin said. “We’re due for more rain.”

Director's report: Masin said she is "waiting on the template" for drop box art, but added she is "excited to get it covered with something more engaging."

Masin added she and staff are "pretty nervous about going to full hours on Sept. 1." The elevator is still not fixed, she said, adding that she's also concerned about "adequate staffing." She proposed a "delay at least until October so I can get people hired and trained and comfortable." There have been queries about evening hours but "no complaints from patrons, who understand the issues, she said.

Ast, supported by Buursma, moved to approve Masin's proposal. Voting in favor were Baldwin, Darato, Ast, Buursma, Clapper, Mack, and Rose.

Adjournment: Ast, supported by Darato, moved to adjourn the meeting. Voting in favor were Baldwin, Darato, Ast, Buursma, Clapper, Mack, and Rose.

Baldwin adjourned the meeting at 7:39 p.m.

Respectfully submitted,
Secretary Rick Ast