

**MAUD PRESTON PALENSKE MEMORIAL LIBRARY BOARD MEETING
MINUTES
Tuesday, Oct., 26, 2021
DRAFT**

Call to order

Board President Ren Baldwin (City of St. Joseph) called the meeting to order at 6 p.m.

Other board members present: Vice President Liz Darato (St. Joseph Township), attending remotely by Zoom; Treasurer Jim Kodis (City of St. Joseph); Secretary Rick Ast (City of St. Joseph); Melissa Clapper (St. Joseph Township); Patrice Rose (St. Joseph Township); and Kathy Buursma (City of St. Joseph).

Absent: Mimi Elwell (St. Joseph Township).

Also present: Director Stephanie Masin; Assistant Director Paula Stakley; Administrative Assistant Sue Morgan.

Visitors: None.

Announcements: None.

Friends of the Library: No members of the Friends were present. However, Baldwin distributed a Friends' flier on the upcoming "Treasure Books" sale from 1-5 p.m. Thursday, Nov. 11, 10 a.m. to 5 p.m. Friday, Nov. 12, and 10 a.m. to 4 p.m. Saturday, Nov. 13. The sale will feature "old, rare, and first editions" with "Publication dates as old as 1872," the flier said.

Minutes: Clapper, supported by Darato, moved to approve the minutes of the Oct. 26 meeting. Voting in favor were Baldwin, Darato, Kodis, Ast, Clapper, Rose, and Buursma. There were no dissenting votes.

Bills: Kodis moved to pay the library's bills totaling \$11,477.38, and was supported by Buursma. Voting in favor were Baldwin, Darato, Kodis, Ast, Clapper, Rose, and Buursma. There were no dissenting votes.

Treasurer's report: On investment earnings, Kodis reported that the Endowment Fund was at \$823.37 as of Sept. 30; \$461,533.45 in bank deposits (\$460,710.84 at the start of the year), for an annualized return of 0.715 percent.

On the Berrien Community Foundation Fund growth since Jan. 1, 2021, the BCF Foundation Fund #00577 saw \$212.85 in growth with a beginning balance of \$2,364.84 for 12 percent annualized growth (gain is unrealized until funds are withdrawn), fund balance of \$2,577.69 as of Sept. 30, 2021, and \$446.52 of the balance being currently spendable; the BCF Foundation Fund #00573 saw \$24,330.28 in growth with a beginning balance of \$282,853.72, a \$20,000 grant to the library, for total gains of \$44,330.28 for 20.9 percent growth (gain is unrealized until funds are withdrawn), and \$58,577.55 of the balance being currently spendable; BCF Library Growth & Use Fund #00609, \$70,087.10 in growth with a beginning balance of \$800,000 including a \$1,000 additional gift, 11.7 percent growth annualized (gain is unrealized until funds are withdrawn), and \$869,597.73 being currently spendable.

In Financials, Kodis reported that: the Endowment Fund has revenues of \$823.37 year to date as of Sept. 30, 2021, with no expenditures and a net gain of \$823.37 (numbers do not include BCF gains or losses); the Library Fund has revenues of \$298,501.49 year to date as of Sept. 30, 2021, with expenditures of \$140,740.37, for a net gain of \$157,761.12 (gain includes \$1,550.61 in contributions; utilities year to date are \$6,136.06 as compared to \$6,117.60 in 2020, and repair expenditures year to date are \$8,514.74 as compared to \$4,354.22 in 2020).

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

Baldwin asked Kodis to prepare a presentation on how the library's finances are organized and present it at the November meeting. Several board members said that would help them understand the library's finances.

Old business: None.

New business: Director Masin reported that progress is being made on the bicycle area, gutters, solar panels, and digitization of the Local History Room.

The bicycle rack area is "almost done," downspouts are mostly buried, and the kiosk is showing wattage coming in from the solar panels, Masin said. In response to a question from Baldwin, she said staff has not yet been trained to explain the process to children.

Kodis asked Masin to get a copy of the library's electricity bill from the city, as it should show credit for electricity coming from the solar panels.

Masin introduced Andy Sawyer, a St. Joseph artist, designer, and photography teacher at the Krasl Art Center, who is proposing a “Hammock Garden” for the south lawn of the library. The garden would have four to six sun sail structures with attachments for hammocks and shaded performance space.

Sawyer proposed a \$1,000 stipend for a design contract. A final contract would include 60-70 percent of the project cost due on signing.

Masin said Sawyer, who has just completed a popular and similar project at the Krasl, looked at the library’s south lawn and “saw we needed more shade generally and performance space.”

Board members expressed interest. “The shade aspect, in my opinion, is very attractive,” Baldwin said. However, Kodis said the library would likely need city permission as the library grounds are city property, and that the library should contact city officials before proceeding.

The board by consensus agreed to hold off on a design contract until city officials are contacted.

Director’s report: Masin said most of her discussion items had already been covered. In what Baldwin called a “consensus point of discussion,” board members briefly talked about improvements to the library’s drop box,

Adjournment: Kodis, supported by Ast, moved to adjourn the meeting. Voting in favor were Baldwin, Darato, Kodis, Ast, Clapper, Rose, and Buursma. Baldwin declared the meeting adjourned at 7:01 p.m.

Next meeting: 6 p.m. Tuesday, Nov. 23.

Respectfully submitted,

Secretary Rick Ast