

**MAUD PRESTON PALENSKE MEMORIAL LIBRARY BOARD MEETING
MINUTES
Tuesday, Nov. 23, 2021
DRAFT**

Call to order: Board Vice President Liz Darato (City of St. Joseph) called the meeting to order at 6 p.m. Darato, in Lakewood Ranch, Fla., attended remotely by Zoom.

Other board members present: Treasurer Jim Kodis (City of St. Joseph); Secretary Rick Ast (City of St. Joseph); Melissa Clapper (St. Joseph Township); Patrice Rose (St. Joseph Township); Kathy Buursma (City of St. Joseph); and Mimi Elwell (City of St. Joseph). Elwell attended remotely by Zoom.

Absent: President Ren Baldwin (City of St. Joseph).

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

Visitors: Curtis Osmun, Tracy Chandler, and Maggie Jones. Osmun is a library employee, said he was attending as a visitor.

Friends of the Library: Virginia Antonson of the Friends told the board that the group has completed its annual audit and is “in good shape.” The Treasured Book sale brought in \$1,000, but the group is unsure about the future of that particular sale, she added.

The Friends’ next meeting will be at 10:15 a.m. on Saturday, Dec. 11, according to Antonson.

Minutes: Clapper, supported by Buursma, moved to accept the minutes of the Oct. 26 meeting. The motion was approved by unanimous vote.

Bills: Kodis reported October bills totaling \$16,702.41 and Capital Improvement Fund bills of \$9,750. Kodis moved to accept the bill list

and Clapper supported his motion. The board voted unanimously to approve the bills.

Financial report: For the benefit of the board, Kodak gave an overview explaining the balance sheet. Baldwin at the October meeting had asked him to provide the explanation.

For example, Kodis said the balance sheet was “a snapshot of the library’s financial position” as of Oct. 31, 2021.

Kodis said penal fines, a key source of income, are “better than expected.” Utility bills will continue to rise, but “contributions are the (library’s) hidden revenue stream, he added.

Regarding repair bills, “the elevator is the money pit again ... the elevator is killing us,” Kodis said. Elevator repair bills are “over a third of what we spent this year,” he added.

On investment earnings, Kodis’ report showed the Endowment Fund was at \$1,053.26 as of Oct. 31. Bank deposits stood at \$461,763.34 (\$460,710.08 at the start of the year), with a 0.914 percent annualized return, he added.

For the Berrien Community Foundation Fund Growth since Jan. 1, 2021, Kodis reported the following: BCF Endowment Fund #00577 had \$212.85 in growth with a beginning balance of \$2,364.84 and a 12 percent annualized growth (gain is unrealized until funds are withdrawn), \$2,577.69 fund balance as of Sept. 30, 2021, with \$446.52 of the balance being currently spendable.

For BCF Endowment Fund #00573, growth was at \$24,330.28 with a starting balance of \$282,853.72, a \$20,000 grant to the library for total gains of \$44,330.28, 20.9 percent growth (gain is unrealized until funds are withdrawn), and \$58,577.55 of the balance being currently spendable.

The BCF Library Growth & Use Fund #00609 had \$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 of the balance being currently spendable.

The Endowment Fund had revenues of \$1,053.26 as of Oct. 31, 2021, expenditures of \$0.00, and a net gain of \$1,053.26. The numbers do not include BCF gains or losses.

The Library Fund had revenues of \$581,323.92 as of Oct. 31, 2021, expenditures at \$215,540.47, and a net gain of \$365,783.45.

That showed 74.86 percent of Budgeted Revenue, 25.89 percent of Budgeted Expenditure, and 33.70 percent of the Fiscal Year. The net gain includes \$1,644.11 in contributions.

Utilities year-to-date were at \$7,854.69 as compared to \$12,324.44 in 2020 and \$17,661.71 in 2019. Repair expenditures year-to-date were \$15,065.54 versus \$6,868.33 in 2020 and \$17,176.15 in 2019.

Kodis, supported by Rose, moved to accept the financial report, and the board voted unanimously to approve the motion.

Solar panels: Masin said she will meet with the board's building subcommittee to "discuss issues with the solar panels."

New business: Kodis, supported by Buursma, moved to accept the Gary L. Lockwood estate in the amount of \$85,962.42 and direct the City of St. Joseph to transfer it to the library's Growth and Use Fund in the Berrien Community Foundation. The board voted unanimously to approve the motion.

Masin asked the board to approve a staff inservice week from Dec. 27-30, during which the library will be closed to patrons. "This has been a doozy of a year again" for staff, and employees need the time to "focus on work," she said.

Clapper moved to approve the request and Kodis supported the motion. The board voted unanimously to approve the request.

"Thank you for giving us this week to bond as a staff," Masin said later in her director's report.

Masin also proposed approving \$9,350 for staff bonuses "in recognition of their services this past year under very difficult conditions." Employees with 10 years or more of service would receive \$1,000, the rest would get \$500, and pages and substitutes would receive \$50, she said.

Kodis moved to approve the proposal, and Clapper supported the motion. The board voted unanimously to approve the bonuses.

Regarding opening library rooms for meetings, Masin said she “won’t make rooms available (for meetings) until the (COVID) transmission level falls to ‘moderate’” in Berrien County. On the date of the meeting, the transmission level was “high.”

Masin said the library is asking the St. Joseph Township Board to approve funding a special project, the purchase of new computer equipment and software at a projected retail cost of \$21,159.92.

Adjournment: Kodis moved to adjourn the meeting, and Ast seconded the motion. The meeting was adjourned at 7:20 p.m.

Respectfully submitted,

Secretary Rick Ast

Next meeting: 6 p.m. Tuesday, Jan. 25.