

MAUD PRESTON PALENSKE MEMORIAL LIBRARY BOARD
MEETING MINUTES
Tuesday, May 24, 2022
DRAFT

Call to order: Board President Ren Baldwin (St. Joseph) called the meeting to order at 6:01 p.m.

Other board members present: Vice President Melissa Clapper (St. Joseph Township); Secretary Rick Ast (City of St. Joseph); Patrice Rose (St. Joseph Township); Mimi Elwell (St. Joseph Township); Barbara Thompson (City of St. Joseph); Kathy Buursma (City of St. Joseph;) and Betty Mundy (St. Joseph Township).

Also present: Director Stephanie Masin; Assistant Director Paula Stakley; Sue Morgan, administrative assistant; Claire Gillespie, volunteer coordinator; Curtis Osmun, library assistant for computer services.

ABM report: Baldwin moved the ABM report to the top of the agenda, so that Daniel Trombley of ABM would not have to wait until other items were finished. Trombley attended the meeting remotely.

The ABM report period was from March 1, 2021, to Feb. 28 of 2022. Trombley told the board that the library to date had saved \$11,212 by reducing energy costs, and that he expects the savings “to go up in the future.”

“All Energy Conservation Measures are in place and performing as expected,” Trombley said in his 19-page report. The improvements included boiler upgrades, heating and cooling upgrades, LED lighting, building envelope upgrades, and ‘Rooftop Solar Photovoltaic’ system, he said.

Due to an electrical issue, the rooftop solar system didn’t start generating savings until Sept. 16 of 2021, Trombley added.

“Everything’s looking good,” Trombley told the board. The following year will provide more comprehensive data, he added.

After the report, Elwell told Masin she “would like to see the savings verified.” Masin said she would do that, though one of the problems is that some library bills are sent to the City of St. Joseph rather than the library.

“I want the bills sent to us first,” Baldwin said. He said he is meeting soon the City Manager John Hodgson and would discuss the issue with him. The library in the past “has been charged late payment bills because of this arrangement,” he added.

Friends of the Library: There was no report from the Friends of the Library.

Minutes: Elwell, supported by Buursma, moved to accept the minutes of the April 24 meeting, as corrected, and the board approved the motion in a unanimous vote. The draft minutes incorrectly stated library employee Curtis Osmun was at the meeting.

Some board members asked why the minutes of the April 24 closed session were not included for board approval. However, minutes of closed board sessions cannot be placed where the public might be able to see them.

Rose said the St. Joseph Township Board handles minutes of closed sessions by distributing a printed copy to board members, who sign the copy to signify their approval. The minutes are kept for one year, then destroyed, she said.

Bills: Clapper, supported by Elwell, moved to pay the Library's April bills in the amount of \$29,273.49. The board voted unanimously to approve the motion.

Financial report: Masin and Baldwin reported that the Endowment Fund is currently at \$461,885.12. In financials, the endowment fund had revenues of \$395.77 year to date as of April 30, 2022, and expenditures of \$0 for a net gain of \$395.77. The numbers do not include Berrien Community Foundation fund gains or losses. The Library Operating Fund had revenues of \$821,803.25 as of April 30, 2022. And expenditures of \$588,408.64, leaving a net gain of \$233,394.61.

Clapper moved to accept the financial report, and Thompson supported the motion. The board voted unanimously to accept the report.

Director's report: Masin said summer programming is "off to a wonderful start." Story Time sessions are planned throughout the summer, she added.

Filling vacant positions has also gone well, Masin said. "We hired our last open position today," she continued.

With full staffing, the library as of the first of June will be "open full hours again," Masin said.

Elwell asked how the library was able to fill the positions, as many businesses and organizations have had considerable trouble finding employees these days.

Masin said she didn't know, but added one new employee had been a library page. "We've just been real lucky," she said, adding that "a lot of people wanted part-time positions."

Masin said the First Church of God is going to bring a crew of volunteers to the library in June to wash windows.

For the Donor Recognition Wall, Assistant Administrator Sue Morgan has compiled a list of donors from 2000 to the present, Masin said.

Adjournment: Ast moved to close the meeting, and Elwell supported the motion. The board voted unanimously to approve the motion, and Baldwin declared the meeting adjourned at 7:18 p.m.

Respectfully submitted,

William Ast, secretary

Next meeting: 6 p.m. Tuesday, June 28.