

UD PRESTON PALENSKE MEMORIAL LIBRARY BOARD
MEETING MINUTES
Tuesday, June 28, 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; Sue Morgan, administrative assistant; Claire Gillespie, volunteer coordinator; Curtis Osmun, library assistant for computer services, and new library employees Rachel Thursby, Jesse Crosby, Kathleen Smart, and Sara Dawalt.

Masin introduced the new employees to the board, adding that the “new staffers are fitting in beautifully.” Among the other new hires, she said she had to let one go “who wasn’t working out,” but that she has a good applicant for the vacancy.

Friends of the Library: Virginia Antonson of the friends reported the group last met on June 11. “We are steadily welcoming new members” now that the COVID epidemic appears to be easing, she added.

The Friends’ next book sale will be in November, Antonson said. The Friends are aiming at offering books suited to the season, such as Christmas, cooking, and children’s books, she said. The book donation box is regularly filled, she added.

The Friends’ next meeting will be Aug. 13, Antonson told the board.

Minutes: Elwell moved to approve the minutes of the May 24 meeting, and Buursma supported the motion.

The draft minutes had an incorrect date for the April 26 meeting date. The board voted unanimously to accept the April minutes, as corrected.

Bills: Baldwin said nominating committee needs to meet before the annual meeting in July. He said he and Masin have met with St. Joseph City Commissioners to interview two candidates for the vacant treasurer’s post. Both candidates appeared capable, but have “little financial background,” he reported.

Thompson, supported by Mundy, moved to pay bills totaling \$18,381.63. The board voted unanimously to approve paying the bills.

Financial report: Masin reported that “finances are doing fine ... Everything’s looking good. We’re on target.”

The Endowment Fund is currently at \$748,506.65. In financials, the endowment fund had revenues of \$431.50 ear to date as of May 31, 2022, and expenditures of \$0 for a net gain of \$431.50. The numbers do not include Berrien Community Foundation fund gains or losses. The Library Operating Fund had revenues of \$864,196.49 as of May 31, 2022, and expenditures of \$652,746.03, leaving a net gain of \$211,450.46.

Elwell, supported by Clappers, moved to accept the financial report. The board voted unanimously to approve the report.

Minutes: Elwell, supported by Buursma, moved to accept the minutes of the May 24 meeting. The original minutes incorrectly stated the date of the April meeting. The board voted unanimously to approve the motion.

Baldwin noted that the minutes did not include the closed session held during the April 26 meeting.

Donor Recognition Subcommittee Update: Rose said the subcommittee had come up with seven suggested levels for donor recognition. She suggested a “Beacon Donor” level for any donations over \$1 million.

Clapper asked about recognition for donors of smaller amounts, such as \$25 a year. Rose said those might be included in a donor book.

Board By-laws: The board discussed a number of matters that need to be addressed concerning the by-laws, including the board appointment process, the duties of the board secretary, whether board members with expiring terms may be reappointed, Robert’s Rules of Order not being listed as the board’s official meeting procedure, board member attendance at meetings, expenditure limits, and others.

“We’re not ready to vote on this tonight,” Baldwin said. Masin said she will be in touch with the library’s lawyer concerning the by-laws.

Closed session: Elwell, supported by Thompson, moved to enter a closed session on negotiations with the library’s union, under the Open Meetings Act Section 8 (c). The board voted unanimously to approve the motion, and entered a closed session at 6:57 p.m. The board resumed its open meeting at 7:17 p.m.

Union contract: Elwell, supported by Buursma, moved to approve the proposed union contract. The board voted unanimously approve the contract.

Approval of minutes of the closed session during the April 12, 2022, meeting: Elwell, supports by Buursma, moved to approve the minutes of the April 12 closed session, as corrected. The original minutes did not list Buursma as present.

End of Fiscal Year 2021-22 budget amendments: Clapper voted to approve journal entries 146239 and 146238, and Thompson supported the motion. The board approved the motion in a unanimous vote.

Budget for Fiscal Year 2022-2023: Clapper, supported by Thompson, moved to approve the proposed 2022-2023 budget. The board voted unanimously to approve the motion.

Adjournment: Ast moved to adjourn the meeting, and Elwell supported the motion. The board in a unanimous vote approved the motion, and Baldwin declared the meeting adjourned at 7:39 p.m.