

**MAUD PRESTON PALENSKE MEMORIAL LIBRARY BOARD**  
**MEETING MINUTES**  
**Tuesday, Sept. 27, 2022**  
**DRAFT**

**Call to order:** Board President Ren Baldwin (City of St. Joseph) called the meeting to order at 6:03 p.m.

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

**Also present:** Assistant Director Paula Stakley; Sue Morgan, administrative assistant; Curtis Osmun, library assistant for computer services; Jesse Crosby, library assistant technical services; and Rebecca Marsden, president of the Friends of the Library.

**Friends of the Library:** Marsden did not give a report.

**Approval of minutes:** Elwell moved to approve the minutes of the July 26 regular board meeting and the July 26 annual meeting, and Rose seconded her motion. The board voted unanimously to approve both sets of minutes.

**Bills:** Clapper, seconded by Buursma, moved to approve the library's bills of \$12,223.97 for July and \$64,296.87 for August. In a unanimous vote, the board approved the bills.

**Financial report:** Baldwin said the library in August received \$112,900 in penal fines from the state. That one-time disbursement always arrives in August, he added.

Buursma said the bills for cleaning supplies were half of what the library spent for books. She said she would like to see "more specifics" on the supply costs, and Morgan said she could "break it down further" on the costs. Baldwin said she should do that "for a couple of months."

Baldwin added that "income was ahead of expenses" in July and August. "At least we're headed in the right direction," he added.

Clapper moved to accept the financial report, and Elwell seconded the motion. The board voted unanimously to approve the report.

**Internet Use Policy Revision, first reading:** Stakley reported that a number of patrons are having a hard time coping with the identification card requirement for using computers. Those who actually lack identification are very few, she added.

The current policy limits computer use to one hour, and that isn't realistic, Stakley said. The computers don't get a lot of use, and she has been allowing two hours with possible extensions of up to four hours, she said.

Baldwin said the board will hold a second reading of the proposed revisions at the October meeting.

**Bequest:** Baldwin said the library has received a \$10,000 bequest from the Nucci Estate. The funds will go to capital improvements, he said.

Elwell moved to accept the bequest, and Mundy seconded the motion. The board voted unanimously to approve the motion. (Baldwin and Ast after the meeting signed the required legal document for the request.)

Stakely said she would send a thank-you note to the estate.

**Animal Aid annual request:** Rebecca Cooper, president of Animal Aid of Southwestern Michigan, asked for the use of the library community room from 1-3:30 p.m. on Saturday, Dec. 3, the same day as St. Joseph's Reindog Parade.

All proceeds from the event "go to continue our mission of rescuing and rehoming at-risk animals," Cooper said in her letter.

Elwell asked Stakley whether the event had any "impact" on the library. "A lot of cute dogs come in," Stakley replied.

Elwell moved to approve the request, and Mundy supported the motion. The board voted unanimously to accept the event.

**Director resignation:** Baldwin said the board needed to act on the letter of resignation submitted by library Director Stephanie Masin. Elwell moved to support the resignation, and Clapper seconded the motion. The board voted unanimously to accept Masin's resignation.

**Resignation conditions:** Baldwin said the library's lawyer, Jessica Fette, worked with Masin's lawyer on the conditions of her resignation. For example, one standard condition is that the employee who resigns gets one week's pay for every year worked, which would be 12 weeks in Masin's case, he said. He added that the lawyers compromised on 16 weeks of pay. Masin was not under contract, he said.

Clapper moved to approve the conditions of Masin's resignation, and Thompson supported the motion. The board voted unanimously to approve the motion.

**Interim director:** The board discussed naming an interim director. Assistant Director Stakley left the room for the discussion.

Baldwin said Stakley had been acting as interim director for a week, and was willing to accept the position formally. Elwell said the interim director has more responsibilities than the assistant director. Library employee Jesse Crosby pointed out that Stakley currently works 32 hours a week.

Baldwin said he will talk with Stakley about her compensation.

Elwell moved to appoint Stakley as interim library director, and Clapper supported the motion. The board voted unanimously to approve the motion.

**Director search:** Baldwin said he will name a board committee to work on finding a new director.

**Adjournment:** Ast, supported by Elwell, moved to adjourn the meeting. The board voted unanimously to support the motion, and Baldwin declared the meeting adjourned at 7:04 p.m.

Respectfully submitted,

William F. Ast III  
Board Secretary