

MAUD PRESTON PALENSKE MEMORIAL LIBRARY BOARD
MEETING MINUTES
Tuesday, April 26, 2022
DRAFT

Call to order: Board Vice President Melissa Clapper (St. Joseph Township) called the meeting to order at 6:03 p.m.

Other board members present: Treasurer Jim Kodis (City of St. Joseph); 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).

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

Also present: Director Stephanie Masin; Assistant Director Paula Stakley; Claire Gillespie, volunteer coordinator; ~~Curtis Osmon, library assistant for computer services;~~ Virginia Antonson of the Friends of the Library; and Nicole Gibby, attending remotely.

Friends of the Library: Antonson said the Friends' annual book sale in April was "the best sale we've had yet," bringing in \$3,500. A great deal of organization went into this year's effort, such as alphabetizing authors' names, she said. Patrons appreciated that, as it made it easier for them to search for favorite authors, she added. Clapper thanked all the Friends for their "effort and time."

Minutes: Elwell, supported by Kodis, moved to accept the minutes of the Feb. 22 meeting, as corrected, as well as the minutes, as corrected, of the April 12 special meeting. Both sets of minutes did not include Buursma as present. The board voted unanimously to approve the minutes, as corrected.

Bills: Kodis, supported by Ast, moved to pay the Library's March bills in the amount of \$61,913.11. The board voted unanimously to approve the motion.

Financial report: Kodis reported that the Endowment Fund had \$1,091.35 as of March 31, 2022, \$461,801.43 year to date in bank deposits (\$460,710.08) at the start of the year), for a 0.316 percent annualized return.

In financials, the Endowment Fund had: revenues of \$312.08 year to date as of March 31, 2022, and expenditures of \$0, for a net gain of \$312.08. The numbers do not include Berrien Community Foundation gains or losses.

The Library Fund had: revenues of \$802,058.69 year to date as of March 31, 2022, for 103.29 percent of budget versus 75.07 percent fiscal year; expenditures of \$518,091.32 for 62.23 percent of the budget, and a net gain of \$283,967.37.

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

Donor Wall: Rose moved to accept a bid from Eric Hanley to build a Donor Wall Recognition for \$8,000, and Kodis supported the motion. The board voted unanimously to accept the bid.

Rose said the wall will be 10 feet wide and seven feet tall. Hanley's proposal said the wall "will include a stylized hardwood bookshelf with magnetized backing, enough books to fill the shelf, and installation."

Landscaping: Kodis moved to accept a bid by Daniel Crowder of Crowder Landscaping, 1891 W. Ogden Circle, Benton Harbor, to provide seasonal landscaping for an annual cost of \$5,900. The board voted unanimously to accept the bid.

South side upgrades: Kodis, supported by Elwell, moved to approve Crowder Landscaping and Lawn Care's proposal to work on the bed in front of the solarium for \$3,195. The board voted unanimously to approve the project.

Garden lighting: Masin said she asked Beaudoin Electrical Construction for an estimate to put in garden lighting outside the library.

"I didn't anticipate it being quite this much," Masin said of the \$7,695 estimate.

Kodis, supported by Buursma, moved to accept the bid if the Friends of the Library can find funds to pay for it. The board voted unanimously to accept the motion.

Temporary adjustment to library hours: Masin said the library, which has experienced some staff resignations, was having a hard time coming up with enough staff to keep the library open during its current hours of operation. She asked for reduced hours of opening until more staff is hired.

Several board members said they understand the problem, but added it's important that the library be open for regular hours as soon as possible.

Kodis, supported by Buursma, moved to accept an adjusted schedule for May — 10 a.m. to 6 p.m. on Mondays, Wednesday, and Fridays, 10 a.m. to 5 p.m. on Tuesdays and Thursday, and 10 a.m. to 5 p.m. on Saturdays. The board voted unanimously to approve the hours.

Last meeting: This was the final meeting for Kodis, who was resigning for business reasons. Clapper thanked him for his board service, and Kodis said he would be available to help train the new treasurer for a month or two.

The board presented Kodis with a travel bag as a farewell present. He said it was "perfect for a weekend up north."

Closed session: Elwell voted to enter a closed session to discuss items related to negotiations under the Open Meetings Act Section 8 (c). Kodis supported the motion, and the board voted unanimously to approve it.

The board entered the closed session at 7:22 p.m., and re-entered open session at 7:48 p.m.

Job descriptions: Kodis, supported by Mundy, proposed amending the job description for the library assistant position. Instead of a bachelor's degree as a requirement, the proposed change called for an associate's degree or 60 completed hours of college credits required, with a bachelor's degree preferred. The board voted unanimously to approve the change.

Kodis, again supported by Mundy, proposed amending the job description for the position of technical services supervisor. Instead of requiring a master of library science degree, a bachelor's

degree and completion of training courses available through the Library of Michigan, MCLS (the Midwest Collaborative for Library Services), and other training resources, as specified by the library director, is required, with a master of library and information science preferred. Required training will be covered through the library's Transportation and Education budget. The board voted unanimously to approve the change.

Adjournment: Kodis moved to close the meeting, and Ast supported the motion. The board voted unanimously to approve the motion.

Clapper declared the meeting adjourned at 8 p.m.

Respectfully submitted,

William Ast, secretary

Next meeting: 6 p.m. Tuesday, May 24

