

MAUD PRESTON PALENSKE MEMORIAL LIBRARY BOARD
MEETING MINUTES
Regular meeting
Tuesday, Jan. 24, 2023
DRAFT

Call to order: Board President Ren Baldwin (City of St. Joseph) called the meeting to order at 5:30 p.m.

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

Also present: Library director search consultant Brian Mortimore of Mortimore Consultants LLC; Paula Stakely, interim director of the Maud Preston Palenske Memorial Library and director candidate; and Sue Morgan, library administrative assistant. No members of the public attended, either in person or remotely.

Agenda addition: Clapper, supported by Buursma, moved to add hiring a new director to the agenda. The board voted unanimously to approve the motion.

Friends of the Library: Mundy said the Friends have re-elected all officers, and the organization has over \$10,000 in its accounts. The group will next meet on Feb. 11, she added.

“Donations of used books have been phenomenal,” Mundy said.

Director position: Elwell moved that the board hire Stakely as the new library director, and Clapper supported the motion. The board voted unanimously to hire Stakely.

Mortimore left the meeting at 5:41 p.m., due to potentially hazardous road conditions. Baldwin told him the board members are “all very pleased” with his help, and Mortimore said he is “a phone call away” if the board needs any help.

Minutes: Elwell moved to approve, with minor corrections, the minutes of the Nov. 22 regular meeting and the Dec. 14 special meeting. Mundy seconded the motion, and the board voted unanimously to approve the minutes.

Bills: Clapper moved to approve bills totaling \$19,394, and Thompson supported the motion. The board voted unanimously to approve payment of the bills.

Financial report: Baldwin said library investments have “definitely taken a hit” during the recent financial downturn.

Clapper, supported by Buursma, moved to approve the financial report. The board voted unanimously to accept the report.

Rules of conduct: Rose moved to accept the library’s updated rules of conduct, and Elwell supported the motion. The board voted unanimously to adopt the updated rules.

Purchasing policy, second reading: Following the second reading of an amended purchasing policy, Elwell moved to adopt the new policy. The policy spells out what level of employees may purchase items or services for the library.

Elwell moved to approve the amended policy, and Mundy supported the motion. The board voted unanimously to approve the amended policy.

Mold problem: Stakley said mold had been found in the Local History room, following a problem with a first-floor water leak. The leak has been fixed, but the Local History floor got wet and Baldwin reported some mold had been found in the room. Stakley asked for permission to spend up to \$500 to clean up the mold.

Buursma moved to grant permission to get the mold cleaned up, and Clapper supported the motion. The board voted unanimously to approve the request.

Director's report: Stakley said the Annual Appeal that went out in December resulted in more donations than the \$6,000 goal.

The library has a chess club again, Stakely reported. Alex Strunk asked for permission to start a club, and he will also run the club, she said. Library employee Jesse Crosby will serve as staff liaison for the club, which will meet weekly, according to Stakley.

Adjournment: Ast, supported by Elwell, moved to adjourn the meeting. The board voted unanimously to approve the motion, and Baldwin declared the meeting adjourned at 6:36 p.m.

Respectfully submitted,

William Ast, secretary

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