

**Maud Preston Palenske Memorial Library  
Meeting of the Board of Trustees  
February 27, 2018**

**DRAFT**

Treasurer Bill Engeln, called the meeting to order at 6:00 pm. Other board members present were William (Rick) Ast, Melissa Clapper, Liz Darato (by phone), Mimi Elwell (by phone), Jim Kodis, Stephanie Mack, Patrice Rose and Stephanie Masin.

**Also Present:** Assistant Director Paula Stakley and Dee Hodgson, Krasl Art Center

**Absent:** Ren Baldwin,

**Announcements:** None

**Public Comment:** Dee Hodgson presented a request from Krasl Art Center, to use the garden to sit, eat and drink, during the 2018 Krasl Art Fair. Krasl requested the fee be waived. They have requested permission from the city to serve alcohol starting at their kickoff event on Friday July 13, 2018 and running through Sunday July 15, 2018. The library will be covered under the Liability Insurance Use Policy. Stephanie Masin noted that Krasl has donated services to the Library and would recommend the Board give consideration to this request. Krasl will also be approaching the Saron Lutheran Church to discuss their request. After discussion, a motion was made by Jim Kodis and supported by Melissa Clapper to approve the request. Motion carried with 7 in favor and 1 opposed.

**Friends of the Library:** None

**Minutes:**

It was moved by Rick Ast and seconded by Jim Kodis to appoint Treasurer Bill Engeln to chair the meeting in Ren Baldwin's absence. Motion carried.

**Approval of Bills**

It was moved by Melissa Clapper and seconded by Jim Kodis to approve the minutes of January 23, 2018 Board Meeting. Motion carried.

**Treasurer's Report:**

Engeln noted that the Library received a clear Audit Report. The Operating Fund balance is 40%. The benchmark is 20% and we are above the benchmark.

Board members reviewed the bills for January 2018. It was moved by Mr. Engeln seconded by Mr. Ast to approve the bills from January 2018 in the amount of \$13,850.96. Motion carried.

**Financial Report:**

Mr. Engeln advised that he received an email from President Ren Baldwin regarding a workshop that he and Stephanie Masin attended regarding increasing the millage to the full amount as specified by the Charter. This would not require a vote of the citizens. The city has been assessing below the full amount allowable per the City Charter, and less than the surrounding municipalities. If the city is agreeable to assessing the full amount this could provide the library with an additional \$25,000-\$30,000 per year. The budget shortfall last year was about that much. An increase in the library millage is not available to the township, as they already levy the maximum. The Township does withhold a small portion to offset an increase or decrease in property valuations, per their Contract for Library Services.

A question has been sent to Sarah McCollum relative to the use of endowment funds, If the funds restricted for books can be used to pay for the books the library orders, then that would free up some additional monies in the budget too.

After much discussion, the Board advised Ms. Masin to contact an attorney who is knowledgeable about library law, to clarify who owns the building, what the Library Board would have to do to renovate or add an addition to this building, or to purchase other property. They also advised Ms. Masin should contact Abonmarche and a realtor to get a feel for what other properties are available and the cost per square footage to have comparable facilities.

The cost to waterproof the exterior wall of the addition was \$3,000.00 and came out of Capital Improvement. Unfortunately the Children's room has suffered another water problem and materials have been moved upstairs.

#### **Director's Report: (Including Statistics)**

Stephanie Masin, Director, Ren Baldwin, President and two Library Board members, Patrice Rose, and Melissa Clapper, attended a city commission planning session. Ms. Masin was asked to provide background and history relative to the reason prompting discussions about pursuing District Library status. The building and land were donated to the city for the express purpose of a library. Per state law, the library was formed by city charter, and its Board and Director are responsible for the maintenance of the building and grounds. This task has been extremely challenging through the years as the building has aged and there have been no increases in funding to cover maintenance, capital improvement and repairs. The current millage is well below surrounding districts and the maximum that could be levied. The building needs significant capital improvements, updates and repairs. Per a recent Strategic Capital Improvement Plan the aging building requires a minimum \$500,000 in capital improvements and repairs in the immediate short term and another \$500,000-\$600,000 projected for the longer term.

The St. Joseph Township Board and Library Board have requested clarification relative to ownership and status of the building should the Library decide to pursue moving to a more centrally located position. The Township and City Boards both expressed concerns about a library millage ballot request competing with other millage requests for major infrastructure items. The City Commissioners determined that and additional .10 in library millage could be raised without a ballot issue. The City Commissioners have taken this information under review.

Ms Masin expressed her gratitude for the hard work and dedication Marsha Ammeson provided as her Administrative assistant for the past 13 years. She advised the Board Sue Morgan will be replacing Ms .Ammeson.

Ms. Masin noted the new phone system continues to be a problem for the library as well as other departments. She has been advised by the city that additional upgrades to the lines will have to be made, which will increase the monthly costs again to around \$170 per month. A large portion of the costs are related to the Boards desire to maintain the old POTS lines.

#### **President Comments:**

Mr. Engeln thanked Marsha Ammeson for her 13 years of service to the library and extended the Boards appreciation for all she has done for the library and extended wishes for a long and happy retirement.

#### **Old Business:**

##### **Approval of Code of Conduct**

It was moved buy Jim Kodis and Seconded by Stephanie Mack the the Revised Code of Conduct Policy be approved. The motion passed.

The Board Reviewed the financial considerations regarding the recommendations from the Facilities Assessment for replacement windows and put those on hold pending Ms. Masin collecting necessary information to compare the costs of staying and repairing the current building vs purchasing and renovating another property,

Insulation Quotes are on hold until a second quote can be obtained.

#### Flooding in Children's Department

The Children's Department has been temporarily closed due to flooding. Heaven Scent has provided fans and suctioning until the problem can be identified and solved. Stephanie contacted Abonmarche for a consult. They consulted the company that did the waterproofing, and have advised that they do not believe the addition was properly waterproofed when it was built. It should have drain tiles and there is no evidence they are there. The recommendation is to dig up the bluff side and backfill with gravel, sand clay and add or repair drain tiles. In order to definitively determine if the drainage and tile were done, a hole would have to be drilled in the area where the water is coming in. This is not currently advisable because the pressure of the water under the foundation could cause further flooding problems if that course of action were taken.

#### Fundraising:

#### New Business:

##### Window Replacement.

Stephanie Masin obtained 3 proposals for window replacement. One withdrew. Per the Boards request, the quotes were placed on hold and are to be brought to a future meeting.

#### Board Comments:

#### Adjournment:

It was moved by Rick Ast and seconded by Jim Kodis to adjourn the meeting at 7:32 Motion carried.

Next Board meeting March 27, 2018.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Stephanie Masin". The signature is fluid and cursive, with a large loop at the end.

Secretary