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Maud Preston Palenske Memorial Library Meeting Of the Board of Trustees June 26, 2018

President Ren Baldwin called the meeting to order at 6:00 pm. Other board members present were Rick Ast, Liz Darato, Mimi Elwell, Bill Engeln, Stephanie Mack, and Patrice Rose

Also Present: Stephanie Masin, Director , Paula Stakely, Assistant Director and Sue Morgan, Administrative Assistant , Ann Seurnyck, Attorney Foster Swift Collins & Smith

Absent: Melissa Clapper Jm Kodis

Visitors: Karen and Dave Leitz and Judy Ross
Pauly Ives and David Ives, visiting Boy Scout

Announcements: None

Public Comment: None

Friends of the Library : Ginny Antonson reported that next years book sales dates will be Nov 5 thru 10. The Friends of the Library are going to investigate if they are responsible for sales tax if they make over \$5000. The regular sale is scheduled for April 25-27 next year. The group is exploring ways to improve Friday sales. They have kindly offered to purchase a picnic table for staff use and to fund the Summer Reading Program Lock In. A mailing went out June 19, 2018 inviting residents to consider becoming a Friend of the St. Joseph/Maud Preston Palenske Memorial Library.

Minutes: It was moved by Ms. Elwell and supported by Ms. Darato to approve the minutes from the May 22, 2018 Board Meeting. Motion carried with 1 correction.

Treasurer's Report:

Board members reviewed the bills for May 2018.

Approval of Bills: It was moved by Mr. Engeln, seconded by Ms Elwell to approve the bills from May 2018 in the amount of \$ 13,412. 65 Motion Passed.

It was moved by Mr. Engeln, seconded by and seconded by Ms. Darato to transfer the Jaeger funds in the amount of \$48,778.04 to a restricted fund.

It was moved by Mr Engeln and seconded by Ms Mack to Approve payment of the bills for Heaven Scent in the amount of \$28,000 and express thanks for the donation of \$7,926.90 Motion Passed

A Motion was made by Baldwin and seconded by Ms. Darato to pay Beaudoin Electric \$5230.00: Pearson Construction \$6045.00: and Abonmarche \$3770.00. Motion Passed

Financial Report:

Mr Engeln reviewed the financial report and felt our process was working. Also he reviewed the cost ad return of Unique Management and noted the system is working. It was moved by Mr. Engeln and Seconded by Ms Darato to accept the Financial Report. Motion carried.

Director's Report: (Including Statistics)

Ms Masin noted many families are returning to the Children's Library since it reopened. Their is a varied list of educational materials, interesting and just plain fun activities planned for the summer reading programs, which are now underway. Bubbleman had about 130 participants today.

The Kitchenaid stand mixer brought in a generous bid of \$300 and will soon grace the kitchen of the bidder.

Relative to budget, the Jaeger donation has made digitizing the genealogy collection possible. Staff have started digitizing the St. Joseph Yearbooks and will move onto digitizing other items when that is finished. The digital records will be available on CDs in pdf. format and also available on the Library website.

Ms. Masin reported receiving a check in the amount of \$14,000.00 from St. Joseph Township. These additional dollars are to be used for services and materials. The additional funding from the City of St. Joseph is to be used for capital improvement projects. The Library Board Building Subcommittee will review and prioritize for the Boards review and approval.

Relative to staffing , Nicole Rimes submitted her resignation as the Tween Services Library Assistant. Also, union negotiations have been completed and the Union has set a meeting for June 27, 2018 for review and ratification. The Board Union Subcommittee has TA'd the agreement. After ratification the union contract would then come to the Board for approval at a special meeting.

Old Business:

The Board is addressing safety and compliance repairs as well as water remediation per the Facilities Assessment and will address future repairs and upgrades, in excess of \$1.1 million , when ownership is determined

New Business:

Ann Seurnyck, Library Attorney provided information and answered questions relative to 1) Ownership of the building; 2) Investing funds from the Endowment Fund; and, 3) Possibility of Maud Preston Palenske Memorial Library becoming a 501 (c)3.

The Board requested she do a title search to clarify ownership of the building and property and a possible deed restriction. This will help inform a decision on moving forward with District Library Status, continuing with current arrangement and agreements with the township and city, or looking at other options like a Lease agreement or building ownership. The Board is addressing safety and compliance repairs as well as water remediation per the Facilities Assessment and will address future repairs and upgrades, in excess of \$1.1 million , when ownership is determined. The governing statute is PA 164 from 1877. Ms. Seurnyck stated this statute has not been updated and modernized

Mr Ast moved to Investigate ownership of building and or property, including a title search and authorize Ann Seurnyck to explore he possibility of different investment opportunities for endowment funds as well as their use. Ms Elwell supported Motion passed.

President Comments: None

Board Comments: None

Mr. Ast made a motion to appoint Mimi Elwell to the nominating committee. Supported by Ms. Darato. Motion passed

Adjournment:

It was moved by Mr, Ast and supported by Mr. Engeln to adjourn the meeting at 7:43 pm. Motion carried.

Next Board meeting

July 24, 2018 at 6:00pm.

Respectfully submitted,

Stephanie Mack
Secretary