

Draft
Board of Trustees Meeting Minutes
Maud Preston Palenske Memorial Library
Nov. 28, 2017

President Ren Baldwin called the meeting to order at 6 p.m. Present were William Ast, Melissa Clapper, Liz Darato (by phone), Mimi Elwell, William Engeln, James Kodis, Stephanie Mack (by phone), Patrice Rose, and Library Director Stephanie Masin.

Absent: none.

Also present: Assistant Director Paula Stakely, Children's Services Supervisor Amy Nolan, Technical Services Supervisor Elizabeth Appleton, and 17 donors and members of the public.

Public comments: none.

Donor recognition: Baldwin welcomed the donors and introduced board members. Maisin introduced the donors and explained the significant benefits they have given to the library. Great communities produce great libraries, she said, adding that the St. Joseph Public Library is among the best.

At 6:12 p.m., Maisin took the donors on a tour of the library. She showed some of the results of their gifts, including new furniture and flooring. She also told the group about some pressing needs, such as getting new windows in the solarium.

The regular board meeting reconvened at 6:40 p.m.

Friends of the Library: no report.

Minutes: Rose made a motion, seconded by Elwell, to approve the minutes of the Oct. 24, 2017, board meeting. Engeln said the minutes reported he said the City of St. Joseph and St. Joseph Township, as signatories to the Endowment Fund, "would possibly need to be consulted about any changes." He asked that the statement be changed to state that both entities "would need to approve any changes." There were a few more minor corrections. The board voted unanimously to approve the minutes.

Approval of bills: Treasurer Engeln moved that the board approve bills totaling \$17,533.94. Ast seconded the motion. The board voted unanimously to approve paying the bills.

Financial report: Treasurer Engeln reported that "several categories" of income "were at 100 percent already" for the current fiscal year. Some other categories were already at 80 percent, he added.

In response to a question from Baldwin, Masin stated that the library acknowledges donations from small estates.

Baldwin also asked about a withdrawal of \$1,275 from savings. Masin replied that the funds were spent for concrete for the steps.

Director's report: Masin reported that the library is "fully staffed again. It's been a real challenge over the past few months."

On building and flooding issues, Masin said the Michiana Waterproofing excavation on the west side of the library, undertaken to halt the flooding, struck standing water at the 10-foot level. The water is not receding. St. Joseph Public Safety Deputy Director Jeremy Connell had contacted Masin to notify her that there were potential MIOSHA problems with the excavation. That communication was forwarded to Library Board members.

City staff are "working through" the issue with Michiana Waterproofing, Masin said.

On the budget, Masin thanked St. Joseph Township for its donation to fund public computers, which will allow the library to keep up with its computer replacement schedule. The township's annual donation will remain at \$175,000, as it has for the past seven years, she reported.

Other budget areas have been "thrown off kilter due to ongoing building issues" and the new phone service, Masin reported.

Masin said she had given board members copies of historical balance sheets for the endowment fund, from Gerbel & Co. She asked board members to put the copies into their library board binders.

Under statistical reports, Masin said the library remains the heaviest user of Overdrive. She said the library needs to find a way to contribute more money to the service, or consider adding another downloadable service for patrons.

District library discussions have been temporarily halted, Masin said. St. Joseph City Commission members at their Oct. 23 meeting said the discussions should be placed on hold until newly elected commission members get settled into their new positions.

Under fundraisers, Masin said the Southwest Michigan Symphony Orchestra board had a number of objections and concerns about the proposed joint fundraiser. She said she will meet with the symphony director to see whether anything can be done.

Masin also passed on a number of compliments she has received about the friendliness and helpfulness of library staff.

President's comments: Baldwin said he had no additional comments.

Old business: Baldwin said Masin had covered all old business in her report.

New business: Kodis moved to authorize Masin to investigate costs to replace windows and insulation. Clapper seconded the motion, and the board voted unanimously to approve it.

Board comments: none. Masin said an updated capital improvement spreadsheet was attached to board meeting packets.

Adjournment: Kodis moved to adjourn, and Ast seconded the motion. The meeting adjourned at 7:21 p.m.

The next board meeting will be held Jan. 23, 2018.

Respectfully submitted,

William F. Ast III