

DRAFT

**Maud Preston Palenske Memorial Library Meeting Of
the Board of Trustees
July 23, 2019**

Acting President Bill Engeln called the meeting to order at 6:00 pm.

Other board members present: Rick Ast, Melissa Clapper, Mimi Elwell, Jim Kodis, Stephanie Mack, Patrice Rose

Also Present: Stephanie Masin-Director, Paula Stakely - Assistant Director

Absent: Ren Baldwin and Liz Darato

Visitors: None

Announcements: None

Friends of the Library : None

Building Subcommittee Report: None

Approval of the Minutes:

It was moved by Ms. Elwell and supported by Mr. Kodis to approve the June 25, 2019 minutes with a spelling correction. Motion passed.

Approval of the bills:

Mr. Engeln reviewed the bills for June 2019 in the amount of \$13,852.02 and moved that they be approved for payment. Supported by Ms. Elwell. Motion passed.

Treasurer's Report:

Mr. Engeln noted it was the end of the fiscal year. He reviewed the financials and stated the Library Fund Balance was in a good position. He discussed the new reporting format. Mr. Engeln made a motion to approve the finance report. Mr. Kodis supported. Motion passed.

Ms. Elwell discussed the terms of the CD's. Ms. Masin will make a note to bring up renewals for discussion with the Board in January 2020.

New Business:

After a discussion about the difficulty of monitoring appropriate use of the parking spaces during the Art Fair, Ms. Elwell made a motion to charge \$20.00 per spot for Library parking, with the handicap spot remaining free, for Saturday and Sunday Art Fair 2020. Mr. Ast Supported. Motion passed. Ms. Elwell made a motion to cordon off parking behind the Morse room for library staff on Saturday and Sunday during Art Fair 2020. Mr. Kodis supported. Motion passed.

Old Business:

Ms. Masin presented estimates for the revised Window Replacement from Midwest Glass and Daves Glass in Kalamazoo . There were 5 options. Motion made by Mr. Kodis to approve Option 3A from Midwest Glass to include recaulking the exterior of all the windows with tempered safety glass. Supported by Ms. Elwell Motion passed .

Ms. Masin noted that the Library Survey is available in the community but participation has been light. She would like to set some stations in the community to elicit more responses and extend the timeline for completion. Several recommendations were made. Mr. Kodis made a motion to extend timelines for completion through October, 2019 Supported by Ms. Clapper. Motion passed.

Director's Report:

Ms. Masin complimented the staff on the continued high attendance during the Summer Reading Programs. The Harry Potter Party will be the wrap up program and she is excited about planning this event

Otis Elevator noticed a residue in the elevator . Upon further examination, it appears to be hydraulic oil from the elevator. This repair is covered under our service contract with Otis Elevator.

Presidents Comments: None

Board Comments: None

Ms. Elwell thanked Mr. Engeln for his years of service as Treasurer.

Adjournment:

Motion made by Mr. Kodis to adjourn the meeting. Supported by Mr. Ast.

The meeting was adjourned at 6:57 pm.

Next Board meeting - September 24, 2019, 2019 at 6:00pm.

Respectfully submitted,

Stephanie Mack

Secretary

