

Maud Preston Palenske Memorial Library Meeting Of the Board of Trustees June 25, 2019

President Ren Baldwin called the meeting to order at 6:00 pm.

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

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

Absent:

Visitors: Ginny Antonson, Friends of the Library

Lisa Cripps-Downey, Berrien Community Foundation

Announcements: None

Friends of the Library :

Ginny Antonson reported the Book Bag Sale is going very well. The Children's Book Sale will be November 5-9,2019. The Friends are now able to accept credit cards at their sales. The Friends are also reviewing their By Laws. The next regularly scheduled meeting will be August 10, 2019

Public Comment:

Building Subcommittee Report: None

Approval of the Minutes:

It was moved by Mr. Kodis and supported by Ms. Darato to approve the May 28, 2019 minutes with corrections. Motion passed.

Approval of the bills:

Mr. Engeln reviewed the bills for May 2019 in the amount of \$18,794.98 and moved that they be approved for payment. Supported by Ms. Elwell. Motion passed.

Treasurer's Report:

Mr. Engeln reviewed the financials and noted they continue to be in good shape. The Revenue Expenditure Report from the City has changed format.

Mr. Engeln made a motion to approve the finance report. Ms Darato supported. Motion passed.

New Business:

Ms. Masin presented a new Inter Library Loan Policy for items not available through the MelCat system.

Mr. Kodis moved we adopt the new Inter Library Loan Policy Supported by Ms Clapper. Motion passed

Mr. Ast moved we approve the White Pine Agreement from White Pine Library Co-op. Supported by Ms. Rose. Motion passed

Old Business:

Lisa Cripps-Downey, Berrien Community Foundation, reviewed with the returns and investment performance for the Berrien Community Foundation. Ms Downey reviewed the amount from the Endowment Fund that could be invested with the Foundation.

Mr. Kodis Made a motion to move \$239,955.74 from the Endowment Savings Account to the Berrien Community Foundation of which \$165,435.00 will be the corpus. Supported by Ms Rose. Motion Passed.

Ms. Cripps- Downey provided a copy of the agreement for the Endowment Fund. She also discussed the possibility of investing other funds that are not endowed with the Berrien Community Foundation.

Janet Polstin Estate - Mr. Baldwin has met with a representative from Edward Jones and signed the appropriate documents so funds from the estate can now be transferred. The Board discussed when the taxes should be paid. Mr. Kodis moved the taxes be taken out now. Supported by Ms. Elwell. Motion passed

Ms. Masin has collected 2 estimates for replacement of windows throughout the building and will keep Ms. Felland updated relative to the progress of window replacement.

The Memo of Understanding with ABM has been signed and the company representative has been at the Library for an initial walk through.

Ms. Elwell moved that for July 3, 2019 we close early due to the Fireworks schedule this year. Supported by Ms. Darato. Motion passed.

Director's Report: Ms. Masin expressed appreciation for work library staff has done on a stellar Summer Reading Program. She highlighted both the quality of programming as well as increased attendance and positive comments received.

The SJLibrary Survey is receiving its final tweaks before being launched. The intent is to gain insights in ways to reach non-library users as well as gain insight from library users on services they would like to see offered and ways to improve upon them.

Presidents Comments: None

Board Comments: None

Adjournment:

Mr. Ast made a motion to adjourn the meeting at 7:02 pm. Supported by Ms. Elwell.
Motion passed.

Next Board meeting - July 23, 2019 at 6:00pm.

Respectfully submitted,

Stephanie Mack

Secretary