

Maud Preston Palenske Memorial Library Board of Trustees Meeting November 26, 2019

Call To Order: The meeting was called to order at 6:05pm by President Ren Baldwin.

Other Board Members Present: Mimi Elwell, Jim Kodis, Bill Engeln, Rick Ast, Patrice Rose, Melissa Clapper , Stephanie Mack.

Also Present: Stephanie Masin-Director, Paula Stakely , Assistant Director, Sue Morgan, Administrative Assistant. Curtis Osmun

Absent: Liz Darato

Visitors: Ginny Antonson, Friends of the Library

Announcements: None

Friends of the Library: The Friends renewed their non profit status and will continue with the 501c3 status. They are looking into additional fundraisers e.a. water bottles and backpacks. The Children's Holiday Book Sale brought in \$1062.20 in book sales, \$23.94 in donations and 2 bags sold. The Benton Harbor Sunrise Rotary was given the remaining books. The Friends now have Volunteer T Shirts that are easily recognizable so patrons can find them for questions and help. It was decided at the last meeting there was a need for another computer lab work table. April 23, 24 & 25 , 2020 are the selected dates for the next book sale. The Friends will again offer a staff luncheon on April 14, 2020.

Public Comment: None

Approval of the Minutes: It was moved by Ms. Elwell and supported by Mr. Ast to approve the October 22, 2019 minutes . Motion passed.

Approval of the Bills: Mr. Kodis reviewed the bills and made a motion to pay the bills in the amount of \$20,421.87 Supported by Ms. Clapper. Motion passed.

Treasurers Report: Mr. Kodis reviewed the Revenue vs. Expenditures. He reported a 1.01% increase in funds since moving the investments to The Berrien Foundation. In one month they have earned what we had earned in one year. HE reported maintenance costs running slightly over what was budgeted. Miscellaneous expenses are over budget. Ms. Masin reported that was the cost of volunteer luncheon. He did note that overall expenses are still under budget.

Mr. Kodis made a motion to approve an increase to revenues in the Capital Improvement fund in the amount of \$23,000.00. Supported by Mr.Ast. Motion passed.

Mr. Kodis made a motion to increase budget in the amount of \$44,700.00 for water remediation and windows. Mr Ast supported. Motion passed.

Old Business: A motion to approve the 2nd reading of the Revised Circulation Policy was made by Ms. Elwell and supported by Mr. Kodis. Motion passed.

New Business: After reviewing a comparison between Square and Clover, Point of Service Credit Systems, relative to service, features, costs, etc. Mr. Kodis moved that the library adopt the Square system as proposed. Supported by Ms. Elwell. The motion passed. Ms. Masin will bring a draft of a Credit Card Use Policy back to the Board.

The Board discussed changing the Annual Meeting date. Mr. Kodis made a motion to temporarily amend the bylaws to allow holding the Annual Meeting during first week in August 2020. Supported by Ast and Ms. Rose. The motion passed.

Directors Report:

Ms Masin noted ABM is finalizing the Energy Efficiency Survey. This might be an opportune time to revisit suggestions for the Abonmarche study in the Capital Improvement Plan. Sh has also continued discussions with the city on improving parking at the library which is timely to address as we need ADA compliant parking and this potentially is on the side of the building waterproofing repairs will occur. Additionally she requested Board input on how to handle incoming donations for the Endowment Fund.

Ms. Clapper made a motion to deposit incoming Annual Appeal donations for the Endowment Fund to the Berrien Community Foundation.

Ms Masin advised the Tween Services position has been filled. The staff development day will include an Out Center presentation on bias and Tosh Turner from Lakeland discussing the affect of trauma on patrons and best responses. The Board is welcome to attend.

Presidents Comments: Ren thanked the Board for taking steps to fill in for him during his absence .

Board Comments: None

Adjournment: Motion made by Mr. Kodis to adjourn the meeting. Supported by Mr.Ast . The meeting was adjourned at 7:19. There is no Board meeting in December. The next Board meeting is January 2020.

Respectfully Submitted,

Stephanie Mack
Secretary