

**DRAFT**  
**Maud Preston Palenske Memorial Library**  
**Board of Trustees Meeting**  
**October 27, 2020**

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

Other Board Members Present: Melissa Clapper St. Joseph Township, Mi., Liz Darato St. Joseph Township, Mi., Mimi Elwell St. Joseph Township , Mi., Jim Kodis St Joseph Mi, , Bill Engeln St Joseph Mi., Stephanie Mack St. Joseph Mi., Patrice Rose St. Joseph Township, Mi., Ren Baldwin St. Joseph, Mi.

**Also Present:** Stephanie Masin-Director, Paula Stakely , Assistant Director Sue Morgan Administrative Assistant

**Announcements:** None

**Absent:** Rick Ast

**Visitors:** None

**Public Comments:** ABM George Bishop, ABM Tom Hogan

Mr. Hogan stated he was pleased at how smoothly the project was running. The boilers are installed and solar will be installed next week. Progress checks are being done weekly.

Mr. Bishop sent a project report to Stephanie Masin this AM. The boiler installation is 99% complete. They are waiting for control communication cards. The boiler Inspector is delayed in scheduling his inspection date. The City did fire the boilers today and they are running safely. The hot water heater is 100% completed and controls are 90% completed.and

The Big items HVAC unit 3 & 4 were completed in September. Unit 2 is 90% completed. Unit 1 is at 85% and still needs some ductwork and interconnections between condensing units etc. The humidifiers have not arrived yet. There is a factory delay related to COVID . The estimate is about 3 weeks LED lighting building envelope is 100%.

Rooftop solar installation will start 11/5/20. Waterproofing has become an issue in elevator equipment room . It was not covered under the original scope of the project. ABM has absorbed the cost of the additional waterproofing in the equipment room. Tim Zebel, City Engineer thinks the wastewater drainage system could be a potential cause in the air handler, mechanical room. He does not think they are related. He is working on a solution with City Plumbing. A check valve or back flow preventer in sanitary system could prevent a backup. Manholes were being cleaned that day and could have been a 1 time incident It is not clear where the 4 drains inn the electrical room go so will use a camera in each line to see where the drains lead too. to help ;determine the best solution.

**Approval of the Minutes:** It was moved by Mr. Kodis to approve the September 22, 2020 minutes and supported by Ms. Clapper .

Melissa Clapper St. Joseph Township, Mi YES ., Liz Darato St. Joseph Township, Mi. YES , Mimi Elwell St. Joseph Township , Mi. YES , Jim Kodis St Joseph Mi, YES, Bill Engeln St Joseph Mi. YES, Stephanie Mack St. Joseph Mi. YES, Patrice Rose St. Joseph Township, Mi. YES, Ren Baldwin St. Joseph, Mi. YES.

The Board voted unanimously to approve the motion.

**Approval of the Bills:** Mr. Kodis reviewed the bills and made a motion to pay the September 2020 bills in the amount of \$ 8,892.26 . Supported by Ms. Mack.

JMr. Kodis withdrew the motion and moved we not take action pending correction of the report. Supported by Ms. Clapper.

Melissa Clapper St. Joseph Township, Mi YES , Liz Darato St. Joseph Township, Mi. YES , Mimi Elwell St. Joseph Township , Mi. YES , Jim Kodis St Joseph Mi, YES, Bill Engeln St Joseph Mi. YES, Stephanie Mack St. Joseph Mi. YES, Patrice Rose St. Joseph Township, Mi. YES, Ren Baldwin St. Joseph, Mi. YES.  
The Board voted unanimously to approve the motion.

**Finance Report:** Mr. Kodis reviewed the Financials for September 2020 relative to the Endowment Account Investment interest earned. He also noted that 68% of projected revenues are in and that the expense control is working and the overall finances look good.

Ms. Clapper made a motion to receive the Finance Report for September 2020. Supported by Ms. Rose.  
Roll Call Vote: Melissa Clapper St. Joseph Township, Mi YES , Liz Darato St. Joseph Township, Mi. YES , Mimi Elwell St. Joseph Township , Mi. YES , Jim Kodis St Joseph Mi, YES, Bill Engeln St Joseph Mi. YES, Stephanie Mack St. Joseph Mi. YES, Patrice Rose St. Joseph Township, Mi. YES, Ren Baldwin St. Joseph, Mi. YES The Board voted unanimously to approve the motion.

### **Old Business : None**

### **New Business:**

Holiday and End of Year Planning. Ms. Masin discussed the library closure for 3 additional days at the end of December due to an increase in COVID cases in the county, as well as closure of other area libraries. The Board requested patron notification and longer return periods for materials during this time period.

Mr Kodis made a motion to close the library for three days in December. December 28, 29 and 30 2020 with pay for the employees.

Roll Call Vote: Melissa Clapper St. Joseph Township, Mi YES , Liz Darato St. Joseph Township, Mi. YES , Mimi Elwell St. Joseph Township , Mi. YES , Jim Kodis St Joseph Mi, YES, Bill Engeln St Joseph Mi. YES, Stephanie Mack St. Joseph Mi. YES, Patrice Rose St. Joseph Township, Mi. YES, Ren Baldwin St. Joseph, Mi. YES The Board voted unanimously to approve the motion.

### **President Comments:**

Roll Call Vote: Rick Ast - Yes, Melissa Clapper - Yes, Jim Kodis -Yes, Bill Engeln - Yes, Stephanie Mack - Yes ,Liz Darato - Yes, Mimi Elwell - Yes Patrice Rose - Yes, Ren Baldwin - Yes.

The Board voted unanimously to approve the motion.

### **Directors Report**

Ms. Masin reported

Berrien County Library Directors are sharing information on operational hours and resumed meeting monthly virtually Due to a county rise in COVID cases reopening the solarium has been put on hold.

Library fines have been reinstated with new fee structure and use of Getting Square for payment the Annual Appeal letter will be mailed out

Continued flooding in mechanical room on the north side of the building affects the elevator pit and mechanical room. Doesn't appear to be ground water seepage but any be rainwater runoff from the road and is not in ABM's scope of work. Its Plumbing will be scoping out the drain to determine a fix for the problem The boilers have not yet been fired up ad the building got so cold the library closed for a day City pluming will be presenting a Maintenance proposal and an ion system to kill bacteria and viruses.

She provided the Board with a summary of PA 228 regarding Open Meetings Act requirements from Anne Seurnyck. These requirements go into effect January 1, 2021.

Should any member of the Library Boar be attending remotely, they must announce publicly they are attending remotely and the county, city ,township or village and state of remote attendance.

The public must be provided that notice and a means to contact the member prior to the meeting to provide input on any business to come before the Board.

Ms Masin noted Annual appeal letters have been written and will be sent out shortly.

**Board Comments: None**

**Adjournment:** Ms. Darato made a motion to adjourn the meeting at 7:07 PM. Supported by Mr. Kodis.

Roll Call Vote: Melissa Clapper - Yes, Jim Kodis -Yes, Bill Engeln - Yes, Stephanie Mack - Yes ,Liz Darato - Yes, Mimi Elwell - Yes Patrice Rose - Yes, Ren Baldwin - Yes.

The Board voted unanimously to approve the motion.

Adjourned at 7:07pm

**Next Meeting: November 24 , 2020**

Respectfully Submitted,

*Stephanie Mack, Secretary*