

**MAUD PRESTON PALENSKE MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING
NOV. 24, 2020**

Call to order: President Ren Baldwin (City of St. Joseph) called the meeting to order at 6:05 p.m.

Other board members present: Vice President Liz Darato (St. Joseph Township), Treasurer Jim Kodis (City of St. Joseph), Mimi Elwell (St. Joseph Township), Bill Engeln (City of St. Jossph), Patrice Rose (St. Joseph Township), Rick Ast (City of St. Joseph).

Absent: Secretary Stephanie Mack (City of St. Joseph).

Also present: Library Director Stephanie Masin, Assistant Director Paula Stakely, Administrative Assistant Sue Morgan.

Announcements: None.

Public comments: George Bishop (Genessee County, MI), ABM project manager.

Bishop told the board the new boiler is “completely done,” and that HVAC equipment upgrades, humidifier work, and new LED lights are nearly done.

Roofing work has been delayed due to “delays in permitting,” but should be done by Dec. 30. “Solar is further behind than I’d like,” he told the board.

Waterproofing work continues in the elevator shaft and elevator equipment room, Bishop said. There is no water coming in, but “a little dampness” remains, he added, Once all is done, ABM will call in elevator inspectors, he continued.

Approval of the minutes of the Sept. 22, 2020, meeting: Clapper moved to approve minutes of the Sept. 22, 2020 meeting. Elwell seconded the motion.

Voting in favor were President Ren Baldwin (City of St. Joseph), Liz Darato (St. Joseph Township), Jim Kodis (City of St. Joseph), Mimi Elwell (St. Joseph Township), Bill Engeln (City of St. Jossph), Patrice Rose (St. Joseph Township), Rick Ast (City of St. Joseph).

Approval of the minutes of the Oct. 27, 2020, meeting: Elwell moved to accept the minutes, as corrected, of the Oct. 27, 2020 meeting, and Darato seconded the motions. Voting in favor were President Ren Baldwin (City of St. Joseph), Liz Darato (St. Joseph Township), Jim Kodis (City of St. Joseph), Mimi Elwell (St. Joseph Township), Bill Engeln (City of St. Jossph), Patrice Rose (St. Joseph Township). Rick Ast (City of St. Joseph) abstained.

Approval of the bills: Kodis, supported by Elwell, moved to pay the October bills in the amount of \$10,263.44. Voting in favor were Ren Baldwin (City of St. Joseph), Liz Darato (St. Joseph Township), Jim Kodis (City of St. Joseph), Mimi Elwell (St. Joseph Township), Bill Engeln (City of St. Jossph), Patrice Rose (St. Joseph Township), Rick Ast (City of St. Joseph).

Finance report: Kodis reported that the library’s finances “look pretty good.” The library is at the yearly point where revenues will go down a bit and expenses will increase, but, “if this trend continues, the library will have more money at the end of the year,” he added.

Kodis, supported by Clapper, moved to accept the finance report. Voting in favor were Ren Baldwin (City of St. Joseph), Liz Darato (St. Joseph Township), Jim Kodis (City of St. Joseph), Mimi Elwell (St. Joseph Township), Bill Engeln (City of St. Jossph), Patrice Rose (St. Joseph Township), Rick Ast (City of St. Joseph).

Fiscal 2019-2020 audit: Kodis said the library received “a clean audit” from the certified public accounting firm of Maner Costerisan Ceof Lansing, Mich., meaning the auditors found the library’s books in good shape. Kodis said there was some “blurb language” in the audit, which could be a “compliance problem,” but added that the auditors “have no official standing.” Baldwin suggested that Masin contact city officials about the matter.

Kodis moved to accept the audit, and Ast seconded the motion. Voting in favor were Ren Baldwin (City of St. Joseph), Liz Darato (St. Joseph Township), Jim Kodis (City of St. Joseph), Mimi Elwell (St. Joseph Township), Bill Engeln (City of St. Joseph), Patrice Rose (St. Joseph Township), Rick Ast (City of St. Joseph).

Director’s report: Director Masin told the board the pandemic remains a factor in library operations, and that the building remains closed to browsers. “I don’t see it getting better before 2021,” she said. Darato moved to allow Masin to make decisions about opening the building. Clapper seconded the motion, and the board voted unanimously to approve the motion.

Voting in favor were President Ren Baldwin (City of St. Joseph), Liz Darato (St. Joseph Township), Jim Kodis (City of St. Joseph), Mimi Elwell (St. Joseph Township), Bill Engeln (City of St. Jossph), Patrice Rose (St. Joseph Township), Rick Ast (City of St. Joseph).

The library had been open from noon to 6 p.m. Mondays through Fridays, and from noon to 4 p.m. on the first three Saturdays of each month. Masin said the library will be closed on the first Saturday of January, Jan. 2, as the library could be “swamped” with patrons on the day and “we just don’t have the staff to handle it.”

Masin outlined changes made to the Michigan Open Meetings Act that must be incorporated into the board’s by-laws. The changes concern remote attendance by board members at public meetings.

Masin said the bylaws restrict her to purchases of no more than \$1,000 without board approval, and asked that the amount be changed. The board agreed the limit should be raised to \$2,500.

Masin also said the library should be moving toward buying more “downloadables,” as fewer people these days are using compact discs for reading, music, or movies. She suggested Hoopla as a worthwhile source, though she added it’s incompatible with Kindle devices that are used by many patrons.

President’s comments: none.

Board comments: none.

Adjournment: Kodis moved to adjourn the meeting at 7:36 p.m., and was seconded by Ast. Voting in favor were President Ren Baldwin (City of St. Joseph), Liz Darato (St. Joseph Township), Jim Kodis (City of St. Joseph), Mimi Elwell (St. Joseph Township), Bill Engeln (City of St. Joseph), Patrice Rose (St. Joseph Township), Rick Ast (City of St. Joseph).

Next meeting: Jan. 21, 2021.

Respectfully submitted,
Rick Ast - Acting secretary