

DRAFT
Maud Preston Palenske Memorial Library
Board of Trustees Meeting
January 26, 2021

Call To Order: The meeting was called to order at 6:00 PM by President Ren Baldwin.

Other Board Members Present: Melissa Clapper (St Joseph Township), Patrice Rose (St Joseph Township), Jim Kodis (City of St Joseph), Rick Ast, (City of St. Joseph) , Bill Engeln, (City of St Joseph) Stephanie Mack, (City of St Joseph), Liz Darato (St Joseph Township) , Mimi Elwell (St Joseph Township), Ren Baldwin (City of St Joseph)

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

Absent: None

Visitors: George Bishop ABM. Tom Hogan ABM

Announcements:

Ms. Masin shared that the library received flowers with a card thanking the library for being a lifeline to the community.

Public Comment:

George Bishop ABM provided a Project Update. ECM's 1.1 through 11.1 are completed or nearing completion. The two remaining items are waterproofing and elevator modernization. DC Byers will be the new waterproofing contractor and they have completed the first phase in the equipment room. Great Lakes Elevator will be in tomorrow to reset the tank and the rest of the work can then progress. Pit work will include moving the sump crock and repiping it to the lower mechanical room. The target completion date will be 2/4/21 and then the inspection process can begin. There will be some paperwork completion items after the inspection process. Total project completion is anticipated at the end of February . Tom Hogan reported there is a measurement and verification specialist who measures the energy savings and verifies to the Federal and State authorities that ABM is meeting the guaranteed energy savings and specifications. He noted that savings are only measured on the equipment ABM retrofitted or upgraded. Any energy savings rebates the library qualifies for are not included in energy savings calculations. ABM turned the rebates in at the end of the year. He stated that I&M would typically send an email or letter to the Library.

Public Comments: None

Approval of the Minutes: It was moved by President Baldwin and supported by Ms. Darato to approve the November 24 , 2020 minutes with the following corrections: The date of the minutes should be November 26, 2021 and that Ms. Clapper was there and voted.

Melissa Clapper Yes, Patrice Rose Yes, Jim Kodis Yes, Rick Ast Yes , Bill Engeln, Yes Stephanie Mack, Yes, Liz Darato Yes, Mimi Elwell Yes, Ren Baldwin 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 November 2020 bills , in the amount of \$12,916.44 and the the December 2020 bills , in the amount of \$9731.02.. Supported by Mr Ast. Melissa Clapper Yes, Patrice Rose Yes, Jim Kodis Yes, Rick Ast Yes , Bill Engeln, Yes Stephanie Mack, Yes, Liz Darato Yes, Mimi Elwell Yes, Ren Baldwin Yes. The Board voted unanimously to approve the motion..

Finance Report: Mr. Kodis noted that the Investment earnings for the Berrien Community Foundation accounts Net Gain for the 2020 Calendar Year was \$24,194.07 and \$304.87.

Mr. Kodis reviewed the Financials and noted that half of the year is over but under 40% of the budget has been spent. We are in a good place right now. Mr. Kodis made a motion to approve the Financial Report . Supported by Mr .Ast. Melissa Clapper Yes, Patrice Rose Yes, Jim Kodis Yes, Rick Ast Yes , Bill Engeln, Yes Stephanie Mack, Yes, Liz Darato Yes, Mimi Elwell Yes, Ren Baldwin Yes. The Board voted unanimously to approve the motion.

Old Business: By Laws Amendments Second Reading

Ms. Masin provided information on an amendment to the By Laws. Mr. Kodis moved we make the proposed changes for Revised expenditures increasing the amount the Director my expend without Board approval to \$2,500.00 and the amount she may expend with concurrence of the President and Treasurer to an amount between \$2501.00 and \$5,000.00. Supported by Melissa Capper. Melissa Clapper Yes, Patrice Rose Yes, Jim Kodis Yes, Rick Ast Yes , Bill Engeln, Yes Stephanie Mack, Yes, Liz Darato Yes, Mimi Elwell Yes, Ren Baldwin Yes. The Board voted unanimously to approve the motion.

New Business:

Ms. Masin provided and update and recommendation relative to acceptance of a donation from the O’Hanlon-Handshaw Estate. Her recommendation is to establish a Growth and Use Fund within the Berrien Community Foundation to act as a depository for gifts, conveyances and other transfers intended to assist the Library in achieving its goals and purposes, relative to support of programs and maintenance of the facility and its operations. She advises that the funds be transmitted to the Maud Preston Palenske Memorial Library “Growth and Use” account with the Berrien Community Foundation. President Ren Baldwin will notify the executor of the estate, Mr. Selking and express our gratitude and appreciation for the generous gift from the Estate of the late Patricia L. O’Hanlon-Handshaw, a former Library Patron .

Mr. Kodis noted that this donation pretty well covers the Library’s \$50,000 payment yearly for the Capital Project Upgrades.

Mr. Kodis made a motion to accept the funds and that they be transmitted to the Berrien Community Foundation Growth Use Fund for the Library.. Supported by Ms. Elwell.

Melissa Clapper Yes, Patrice Rose Yes, Jim Kodis Yes, Rick Ast Yes , Bill Engeln, Yes Stephanie Mack, Yes, Liz Darato Yes, Mimi Elwell Yes, Ren Baldwin Yes. The Board Voted Unanimously to approve the motion.

The Board is extremely grateful for the gift and entered into a discussion relative to how to recognize Mrs. O’Hanlon-Handshaw for her generous donation.

President Ren Baldwin asked that a review of the Abonmarche study be done to check off which items have been covered by this project and make a priority list of any remaining items yet to be accomplished.

Director 's Report:

Ms. Masin noted that statistics relative to requests and use of materials demonstrate a need for downloadables. Hoopla can support this need. The bulk of funds to purchase this program come from the Fellund donation. They were agreeable to this recommendation and requested that it be for

City or township residents use. Hoopla requires a downloadable app and has a broad offering of classic movies, music albums and audio books too .

Ms. Masin noted that due to COVID restrictions library patronage at the library and meetings is limited. She would like to make sure all patrons receive information relative to availability of new materials and items, library services, hours of operation, Hoopla, our Capital Improvement Upgrades etc. Because not all patrons use or have access to computers she wants to do a mailing to city and township residents and follow up with a notification to all residents via a press release. This lets the public know that the Board has accomplished our Capital Improvement plan. Ms Masin also not that due to changes in the open meetings act, phone participation by Board members at Board meetings will be limited. City Plumbing is putting together a proposal for a Maintenance Contract to cover the HVAC system to be brought to the Board at a future meeting.

Ms Masin noted that Summer Reading is on hold until further notice.

The Book Drop box needs a spruce up so she will solicit some artist entries and offer a prize.

Ms. Masin was pleased to note the library will be reopening to public March 1 .

The Library's hours of operations will be increase to :

Monday-Friday 12-6

Saturday 12-4 and closed the final Saturday of each Mnth.

President Comments: None

Board Comments: None

Adjournment: Mr. Kodis made a motion to adjourn the meeting at 7:33pm. Supported by Mr.Ast. Melissa Clapper Yes, Patrice Rose Yes, Jim Kodis Yes, Rick Ast Yes , Bill Engeln, Yes Stephanie Mack, Yes, Liz Darato Yes, Mimi Elwell Yes, Ren Baldwin Yes.

The Board approved the motion unanimously.

Next Meeting: February 23 , 2022

Respectfully Submitted,

Stephanie Mack

Secretary