

**Maud Preston Palenske Memorial Library
Board of Trustees Meeting
February 23, 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 (San Destin, Fla representing 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

Announcements:

Public Comment:

George Bishop, ABM gave the final Progress Meeting Review update.

All Projects are completed with the exception of the elevator inspection. It was rescheduled to this Thursday, due to the weather. That will then finalize the project. There will be one more request for final payment.

Approval of the Minutes: It was moved by Mr. Kodis and supported by Ms. Elwell to approve the January 26, 2021 minutes, with two corrections - flowers and a card were received from Tara Florist and the public hours of operation will remain M-F 12-6 Sat 12-4

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 January 2021 bills , in the amount of \$6,823.54. 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 reviewed the Financials and noted 77.9% of the budget YTD has been spent and that is a good place to be. Mr. Kodis made a motion to approve the Financial Report as received. 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.

Old Business: Board Subcommittee Donor Recognition

Ms. Masin provided information from the Board Sub Committee on Donor Recognition. They are reviewing donation records and will be drafting a potential policy for the Board to review. She shared some ideas that are being explored for the Donor recognition wall .

New Business: Board Subcommittee - Union Negotiations

This is the year for negotiations. There is a change in the Union representatives and there will need to be a Board Subcommittee. Ms. Elwell, Ms. Mack and Mr. Baldwin will serve as the Board representatives.

Director's Report:

Ms. Masin is excited to reopen March 1 for interior services to patrons with the reduced quarantine time for returned materials. Staff will continue to wipe down "hot" items in high circulation.

Planning for a summer reading programming is running into roadblocks while COVID is still a factor. Instead she is focusing on using the outside garden area for programming that focuses the community on reengaging and reconnecting . The Symphony will be hosting some programming and Sarett Nature Center may do some joint programming with several libraries. She is looking at a couple of other organizations to partner with for outside activities. Storytime will take place in the Garden as well. Ms. Masin is prepping the budget for next year but noted that projections could be impacted by potential minimum wage increases.

The Board asked Ms. Masin to notify the Business Office not to automatically roll over any CD's coming due. They would like other options like Money Markets to be reviewed for consideration. Ms. Masin has requested the Health Department place the Library Staff be on the list to receive the COVID vaccine.

The Board received a copy of the updated By Laws.

President Comments: None

Board Comments:

Ms. Elwell forwarded a Lincoln Township Library Survey regarding patron satisfaction for Library Hours , for review.

Adjournment: Mr. Kodis made a motion to adjourn the meeting at 7:02 pm. 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: March 23 , 2021

Respectfully Submitted,

Stephanie Mack

Secretary

