

DRAFT
Maud Preston Palenske Memorial Library
Board of Trustees Meeting
March 23, 2021

Call To Order: The meeting was called to order at 6:01 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 (Lakewood Ranch 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: None

Announcements: None

Public Comment: None

Approval of the Minutes: It was moved by Mr. Kodis and supported by Mr. Ast to approve the February 23, 2021 minutes.

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 February 2021 bills , in the amount of \$5,254.94. Supported by Ms. Clapper.

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:

The Finance Department at the City has declined to provide complete budget reports for the Library. Relative to to the endowment funds with the Berrien Community Foundation, a concern was expressed about not having a full picture of account activity. The Board discussed potential solutions to this concern. One being since these are unaudited statements, a note stating such could be provided along with any data available and the regular statements on the other fund accounts. Our Treasurer and Mr Hodgson had a conversation relative to our concern about not having timely reports. The Board does not expect statements from what is held at Berrien Community Foundation but only statements relative to funds held at the city.

Additionally, the Business Department has made changes to payables and library vendors were told to send bills directly there. This has negatively impacted the turnaround time for bills to get back to the library for review for accuracy, prepared for Board approval, then sent back to the city for payment. The

library bills are now not being paid timely and vendors have been calling with concerns. The Board does not feel the Library should be responsible for any late fees incurred due to this procedural change. Bills etc. going to the business office will now need to be date/time stamped when they are sent over.

The Board discussed options that might be best for accounting and reporting the endowment fund, now invested with the Berrien Community Foundation, and the subsequent interest on those investments. Mr. Kodis noted that we will want to account for this on financial documents the city presents to the auditors. An example would be for the city to grant/create an account or sub account, or a separate line account, specified for endowment growth and use fund. Endowed funds would not be used for the day to day business transactions of the library.

Additionally, the Board needs to have clear accounting information with regard to the utilities and city so we may track the savings that come from improvement in utilities. as this is part of our agreement with ABM. Mr. Kodis and Ms. Masin will try to work with the City on a solutions and get a recommendation to the Board at our next meeting.

Mr. Kodis made a motion to approve the Financial Report as received. 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:
None**

New Business:

Ms. Masin prepared and presented a Budget Draft - EOY 20-21and NS FY 21-22 . She noted he draft budget for next year has a negative balance. Also, that this year will be +\$40,000 at year end, some of which are the Fellund funds, but could be used next year to offset the deficit. She pointed out the Penal Fines are way, way down. She proposed the Board consider using the overage for this year for the Capital Fund next year. The budget will be voted on next month.

Relative to Negotiations the Union agreed to an extension for one year,.

A few months ago the Board agreed to not have the city automatically roll any Certificates of Deposits over automatically, without the Board being able to explore other investments option/rates.

A motion was made by Mr. Kodis to authorize Ms. Masin to explore the potential of investing in Money Markets, compare among Money Market and Certificate of Deposit rates and then confer with President Baldwin and Treasurer Kodis relative to choosing the best option for the investment coming due, and make the decision where best to transfer the maturing CD. 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 voted unanimously to approve the motion.

Director 's Report:

The library opened for interior services the beginning of March with masks and social distancing. The library can now have up to 50% capacity in the building at a time and 25 people in a space with social distancing. The Open Meetings Act will expire at months end. The Health Department is working on emergency orders to extend the OMA and to continue to encourage groups to utilize virtual meetings. Summer program planning continues with the addition of a Fire Eater and a Maker Faire. Ms. Masin is working with other municipal entities to develop a program that will tie into a WNIT documentary highlighting the history and impact of the St Joseph River to be viewed the same day in all communities

in late August. She also plans to wrap the drop box in vinyl to update it's look. Ms .Masin is sad to report that Elizabeth (Liz) Brown has passed away. She was responsible for the (Brown) family's funding/ maintenance of our Garden.

Ms. Masin reported that the elevator inspection went well. There are a few odds and ends to resolve with the ABM project completion i.e gutter toppers, downspout issues, completions of the area dug up along Main street and warranty information from City Plumbing on the HVAC and boiler system. Our custodian is painting the auditorium, staff lounge and N walls in the lower level. Ms. Masin is also working on a book club policy for community book clubs .

President Comments: None

Board Comments: None

Adjournment: Mr. Kodis made a motion to adjourn the meeting at 7:23 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: April 27 , 2021

Respectfully Submitted,

Stephanie Mack

Secretary