

MUSKEGON AREA DISTRICT LIBRARY

A meeting of the Muskegon Area District Library Board was held on Monday, August 19, 2019, at 4:00 p.m. at the Muskegon Area District Library Administration Building, 4845 Airline Road, Muskegon. Staff present: J. Anderson, B. Hall, K. Richards, J. Roseberry, A. Susalla, A. Varela, K. Wisniewski, and J. Wonders. M. Anderson, Legal Counsel was present. Barb Reynolds was also in attendance.

D. Hughes called the meeting to order at 4:03 p.m.

ROLL CALL

Present: Hughes, Hodges, King, Sims, Muncie, Holter, Scolnik
Excused: None

Approval of Agenda

Motion by Hodges, Second by Sims

That the MADL Board approves the Agenda as presented.

Motion Carried

Public Comment

B. Reynolds stated the Friends of Walker Memorial Library designed a float for the Northside Family Fun Fest parade on August 8, 2019.

MADL Board Development

None

Consent Agenda

Motion by Holter, Second by Muncie

That the MADL Board approves the Consent Agenda items 6.a. through 6.c.

Motion Carried

Vouchers

Motion by Hodges, Second by Holter

That the Vouchers for July 2019 be approved as presented.

ROLL CALL

Ayes: Scolnik, Hughes, Holter, Muncie, King, Sims, Hodges

Nays: None

Motion Carried

Committee Reports

Personnel Committee met before the Board Meeting, and J. King reported their recommendation to convert North Muskegon's part-time opening to a full-time children's librarian. This will be forwarded to the Finance Committee.

Finance Committee meeting minutes were attached.

K. Richards announced that MADL staff and architectural firm will be traveling to fabrication site to view current progress on Storyville installation.

Reports

K. Richards clarified that the Norton Shores branch will implement Sunday hours after Labor Day. Via phone conference, K. Richards discussed with the Muskegon County emergency planner how MADL could assist by using Administration location in such instances (and possibly Bookmobile). A natural gas generator would keep headquarters operational for power outages.

A. Varela discussed MADL's recent participation in community outreach, such as Senior Community Day, Hackley Community Care event, Windflower Bay Community, and the Arts & Drafts Festival. She noted the Storyville logo has changed to accurately reflect each location (e.g. submarine, lighthouse, and house). For the first time, MADL set Summer Reading goals for children, teen, and adults, and all goals were met.

J. Wonders noted interviews were completed for the Library Assistant I and Emerging Technology Specialist positions, and Lead Librarian interviews will follow.

Old Business

K. Richards stated a MADL Foundation Fund report will be available at September's meeting.

K. Wisniewski stated MADL's new website went live August 1st and has received a good response. Network cable installations were completed last week, and a new firewall was implemented for Administration. Additionally, wireless access points have been installed at branches for upcoming usage.

D. Hughes commended the significant technological progress in the last year.

New Business

B. Hall presented the 2019 Revised and 2020 Proposed Budget and accompanying narrative in preparation for September's Budget Hearing. The L-4029 and Budget Resolution were also provided for millage purposes.

B. Hall discussed the MADL Projection Plan as a tool for the millage term, which goes through 2025. D. Hughes stated this information proves helpful when meeting with city managers.

K. Richards stated that MADL's Storyville designer assessed the Muskegon Heights Library's carpet and furnishings to provide an estimate for proposed changes.

Motion by Holter, Second by Hodges

That the Muskegon Area District Library approves expenditures for improving the conditions at the Muskegon Heights Library with new carpet, paint and furniture. As well, the MADL Board would like to improve the outside façade as it is deteriorating. The MADL Board authorizes MADL staff to coordinate, plan and proceed on these improvements to the Muskegon Heights Branch. Costs shall not exceed \$100,000. If costs exceed \$100,000 MADL

will bring back to the MADL Board for approval. This effort is an outcome of MADL's election process and is part of a one-time effort to enhance each MADL Library.

ROLL CALL

Ayes: Hodges, King, Hughes, Scolnik, Muncie, Holter

Nays: None

Abstain: Sims

Motion Carried

K. Richards discussed how the North Muskegon Library has become increasingly busy with activities and circulation. As such, MADL seeks to increase usable footprint in the building. The \$150,000 costs will include donor funds.

Motion by Sims, Second by Holter

That the Muskegon Area District Library will proceed with a redesign of the North Muskegon Branch Library to better enhance the services provided for the patrons of the City of North Muskegon and Muskegon County. This effort is an outcome of MADL's election process and is part of a one-time effort to enhance each MADL library. The redesign will include new paint, carpet, shelving, etc. Costs will be paid by an anonymous donor and MADL. Costs for the redesign/remodel of the North Muskegon Branch Library shall not exceed \$150,000.

ROLL CALL

Ayes: Scolnik, Hughes, Holter, Muncie, King, Sims, Hodges

Nays: None

Motion Carried

J. Roseberry stated she and K. Wisniewski toured Boyne District Library's Bookmobile on July 31st, which was quite informative. An RFP was posted August 12th, for which proposals are due September 20, 2019. Bookmobile proposals will be reviewed at October's meeting.

K. Richards introduced proposed relocation of Muskegon Township Branch Library to Quarter-Apple Mall (beside Mr. B's Pancake House). Muskegon Township residents check out materials from branches such as Egelston and North Muskegon, and MADL seeks to better serve these patrons. J. Hodges noted this motion will be discussed at upcoming Muskegon Charter Township Board Meeting.

Motion by King, Second by Holter

That the Muskegon Area District Library Board approves expenditures for the relocation, design, and buildout of the new Muskegon Township Branch. This effort is an outcome of MADL's election process and is part of a one-time effort to enhance each MADL Library. Costs shall not exceed \$350,000. If costs exceed \$350,000 MADL will bring overage costs back to the MADL Board for approval.

ROLL CALL

Ayes: Hughes, Hodges, King, Sims, Muncie, Holter, Scolnik

Nays: None

Motion Carried

Public Comment

B. Reynolds expressed excitement regarding future plans.

Board Comment

J. King noted Senator Jon Bumstead's strong support of early literacy, and A. Varela stated he will be notified of MADL updates.

Adjournment

Motion by Holter, Second by Muncie

That the MADL Board adjourns at 4:55 p.m.

Motion Carried

Reviewed and Approved By

John Holter, Secretary