

MUSKEGON AREA DISTRICT LIBRARY

A **virtual** meeting of the Muskegon Area District Library Board was held on Monday, December 21, 2020, at 4:00 p.m. at the Muskegon Area District Library Administration Building, 4845 Airline Road, Muskegon. Staff present: B. Hall, K. Richards, N. Schaner, A. Varela, K. Wisniewski and J. Wonders. Also present, M. Anderson, Legal Counsel and in-coming board members, T. Barnes, L. Taylor and L. Aerts.

D. Hughes called the meeting to order at 4:00 p.m.

ROLL CALL

Present: Hodges, Scolnik, Arter, King, Hughes, Holter, Sims

Excused: Mansfield

Approval of Agenda

Motion by Holter, Second by Hodges

That new business be amended to include the 2021 Board Meeting Schedule added as item G. and the Director's Evaluation be moved to item F.

Motion Carried

Board Development

None.

Consent Agenda

Motion by Holter, Second by Hodges

That the MADL Board approves the Consent Agenda Items 5.a. through 5.c.

Motion Carried

Vouchers

Motion by Holter, Second by Arter

That the MADL Board approves the vouchers for November 2020.

ROLL CALL

AYES: King, Hughes, Holter, Sims, Hodges, Scolnik, Arter

NAYS: None

Motion Carried

Committee Reports

Personnel Committee Minutes from November 30, 2020 and Finance Committee Minutes from December 14, 2020 were reviewed by the Board.

J. King reported that the Personnel Committee reviewed the COVID-19 Preparedness & Response Plan and changes to the Personnel Policy Manual and referred to the minutes for additional information.

Reports/Questions

K. Richards informed the Board that he has been to each branch to explain the Temporary Work from Home Policy as well as the updated Preparedness Plan that's been created/updated due to the MIOSHA and State Health Department regulations regarding COVID.

K. Wisniewski reported that long-time IT technician A. Sorrell has retired. He was with MADL for 10 years, 8 of which were by himself as a one-person IT Department. His efforts are recognized and appreciated. B. Scolnik questioned the duties of A. Sorrell which included pc issues, network, printers, phones, faxes. Kevin and Al made a great IT team.

Old Business

Personnel Policy Manual Updates – K. Richards reported that the manual was updated to conform with legal issues and make sure all policies are up to date with current laws and regulations. The last time the manual was updated was 5 years ago in 2015.

Motion by Holter, Second by Hodges

That the updated Personnel Policy Manual be approved as presented.

ROLL CALL

AYES: Arter, King, Hughes, Holter, Sims, Hodges, Scolnik

NAYS: None

Motion Carried

New Muskegon Township Branch – K. Richards reported that construction is near complete; paint, flooring and furniture are finished. The last delay is that there is currently no heat source at the location. The gas company needs to run gas lines and set a meter before the furnace can be hooked up. Until the heat is up and running, the branch cannot open to the public. In the mean-time staff members are moving books from the old location to the new location. When the branch is able to open to staff members, curbside services will be available at the new location. J. King questioned if there will be any lease obligations with the old location or if it will be a clean break. K Richards replied that will be no lease obligations when the move is complete.

Branch Improvements – Norton Shores, North Muskegon and Muskegon Heights branch remodels are basically complete. The Egelston Branch remodel is in the early planning stages of decisions on preliminary color schemes.

Bookmobile – K. Wisniewski reported that the Bookmobile is still tentatively scheduled to be completed in February 2021. There have been no updates since the last board meeting. J. Hodges questioned if patrons can pick-up their books from the Bookmobile when it's complete, K. Richards replied that patrons will be able to use the Bookmobile as their home library to pick up books. They will be able to follow the Bookmobile's schedule for the mobile location.

New Business

MADL Laketon Library Satellite – K. Richards reported that MADL is looking into creating a satellite location in the Laketon area between North Muskegon and White Lake Community Libraries as this area doesn't currently have a designated library serving Reeths Puffer Schools. The services would be available a few days a week utilizing current staff. The Reeths Puffer Superintendent has offered a space for MADL to use for the satellite location free of charge. This would alleviate the need for the Bookmobile to be in this area as often and allow for the Bookmobile to be in other rural areas needing service. K. Arter thinks this is a great opportunity. J. King questioned the map of the area and K. Richards explained that the satellite location is based on convenience and the locations of the current nearest libraries.

2021 E-Rate Project – K. Wisniewski explained that E-Rate is government funding for networking equipment and project based on the square footage of the branch location and how many students in the district are on school lunches. MADL pays for the project up front and is reimbursed 85% of the cost. MADL is looking to use the 2021 E-Rate funding for wireless access points at all branch locations. The Muskegon Heights Branch was a testing location as funds from the Cares Act Grant were used to set up wireless access points there. Usage went up from 200-250 to 700 users per month at that location. MADL went out for bid on the access points and cabling. Our E-Rate Coordinator evaluated the bids with MADL and the recommendation is that we use Worksighted for the access points and Vector Tech Group for cabling. The letters of intent are not binding, they indicate that we plan on using them as our vendor pending the approval of funding. Approvals of the letters of intent is needed to move forward.

Motion by Holter, Second by Sims

That the 2021 E-Rate Project letters of intent be approved as presented.

ROLL CALL

AYES: Sims, Hodges, Scolnik, Arter, King, Hughes, Holter

NAYS: None

Motion Carried

Branch Expenditure Reports/Costs for 2021 – B. Hall reported that we received the expenditure reports from the City of Muskegon Heights. We have gone through the reports to make sure expenses reported are expenses that are allowed under the agreements. J. King questioned if MADL still plans on using outside janitorial services at each branch to reduce maintenance costs. K. Richards explained that's still our goal but we haven't been able to move forward on that yet due to COVID.

Motion by Hodges, Second by Holter

That the Branch Expenditure Reports/Costs for 2021 be approved as presented.

ROLL CALL

AYES: Sims, Hodges, Scolnik, Arter, King, Hughes, Holter

NAYS: None

Motion Carried

2020 Budget Amendments – D. Hughes explained that budgets are an estimate of revenue and expenditures and need to be adjusted to reflect actual activity. B. Hall described the amendments which include higher USF credits than anticipated, lower revenues related to services due to COVID closures and shut downs, lower salaries and wages due to lack of hiring, lower medical costs since providers gave us a month free, and higher supply costs due to PPE supplies/equipment. Some accounts were higher and some were lower due to COVID. The capital account saw a big year due to branch improvements which will roll into 2021. A large donation is expected from our donor which will help cover branch improvement costs at North Muskegon.

Motion by Arter, Second by Holter

That the 2020 Budget Amendments be approved as presented.

ROLL CALL

AYES: Scolnik, Arter, King, Hughes, Holter, Sims, Hodges

NAYS: None

Motion Carried

2021 Board Meeting Schedule –

Motion by Holter, Second by Hodges

That the 2021 Board Meeting Schedule be approved as presented.

Motion Carried

Farewell & Thank You to Departing Board Members: John Holter, Jeff King & Kimberley Sims – D. Hughes thanked them for their time and service.

K. Sims expressed her appreciation and thanked the Board for the opportunity to serve. The MADL board is one of the highlights of boards that she's served on. She stated that the MADL Board does great work and MADL staff is wonderful to work with. Her advice to the oncoming board members is that the Board doesn't always agree but they get the job done and they do so in a respectful and civil manner. She said to keep up the great work and keep serving the county and taking care of our staff. She can't wait to see all of the great things coming.

J. Holter recognized the amazing staff and thanked the Board for the acceptance of being on the Board. He stated that Kelly is an absolute asset to the MADL program and to keep up the good work. He will always be in support of MADL, it's a great organization.

J. King thanked the Board for the privilege and honor to serve on the Board for the last 6 years. He is in awe of all of MADL's accomplishments over the last few years. He attributes MADL's success to Kelly, the talented staff and board members. MADL is a great group of people to work with and he welcomed the in-coming board members.

Public Comment

T. Barnes thanked the out-going board members and commented that he is really inspired by the Board meeting. He looks forward to working on the MADL board.

L. Taylor let everyone know that she's really excited to be on the MADL board. She mentioned that the board orientation was phenomenal and there was great conversation. She appreciates the how the current board has set everything up for success.

L. Aerts is very excited to be taking part on this Board and she looks forward to serving.

Board Comment

None.

Director Evaluation

Motion by Holter, Second by Scolnik

To meet in closed session pursuant to Section 8(h) of the Open Meetings Act to consider written communications, Director Evaluation, protected by the attorney-client privilege and exempt from disclosure under Section 13(1)(g) of the Freedom of Information Act at 4:52 p.m.

ROLL CALL

AYES: Hughes, Holter, Sims, Hodges, Scolnik, Arter, King

NAYS: None

Motion Carried

Members taking part in the closed session: Kim Arter, Doug Hughes, Bob Scolnik, John Holter, Jennifer Hodges, Kelly Richards, Jeff King, Kim Sims and Mark Anderson.

Motion by King, Second by Holter

That the MADL Board return to open session at 5:07 p.m.

Motion Carried

Adjournment

Motion by Holter, Second by Hodges

That the MADL Board meeting adjourns at 5:11 p.m.

Motion Carried

Reviewed and Approved by John Holter, Secretary