

## MUSKEGON AREA DISTRICT LIBRARY

A meeting of the Muskegon Area District Library Board was held on Monday, January 27, 2020, at 4:00 p.m. at the Muskegon Area District Library Administration Building, 4845 Airline Road, Muskegon. Staff present: J. Anderson, K. Blackledge, B. Hall, M. Johnson, K. Richards, A. Susalla, K. Wisniewski, J. Wonders. M. Anderson, Legal Counsel was also present. Members of the public in attendance: D. Gundy-Reed.

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

D. Hughes introduced Kim Arter (Fruitland Township) and Jeannette Mansfield (Casnovia Township) to the Board. M. Anderson administered the Oath of Office.

### ROLL CALL

Present: Hodges, King, Hughes, Scolnik, Arter, Holter, Mansfield, Sims\*

Excused: None

### Election of Officers

M. Anderson called for nominations for Chair of the MADL Board. He indicated that existing officers are eligible to participate.

#### Motion by Holter, Second by Hodges

**That Doug Hughes is nominated to serve as Chair of the MADL Board for a one-year term. That nominations close and a unanimous ballot cast for Doug Hughes as Chair of the MADL Board.**

Motion Carried

D. Hughes thanked the Board for their confidence.

#### Motion by Hodges, Second by Holter

**That Bob Scolnik is nominated to serve as Vice-Chair of the MADL Board for a one-year term. That nominations close and a unanimous ballot cast for Bob Scolnik as Vice-Chair of the MADL Board.**

Motion Carried

#### Motion by Holter, Second by Arter

**That Jennifer Hodges is nominated to serve as Treasurer of the MADL Board for a one-year term. That nominations close and a unanimous ballot cast for Jennifer Hodges as Treasurer of the MADL Board.**

Motion Carried

#### Motion by Hodges, Second by Hughes

**That John Holter is nominated to serve as Secretary of the MADL Board for a one-year term. That nominations close and a unanimous ballot cast for John Holter as Secretary of the MADL Board.**

Motion Carried

Approval of Revised Agenda

**Motion by Holter, Second by Hodges**

**That the MADL Board approves the Revised Agenda as presented.**

**Motion Carried**

\*K. Sims arrived at 4:05 p.m. and welcomed the new Board Members.

Public Comment

D. Gundy-Reed introduced herself as Vice President of the Friends of Walker Memorial Library in North Muskegon. Their annual Easter Egg Drop will be April 4, with eggs being stuffed on March 12.

MADL Board Development

None

Consent Agenda

**Motion by Holter, Second by Sims**

**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 December 2019 be approved as presented.**

**ROLL CALL**

**Ayes: Mansfield, King, Scolnik, Sims, Hodges, Holter, Arter, Hughes**

**Nays: None**

**Motion Carried**

Committee Reports

Personnel: None

Finance: None

Reports

K. Richards stated that MADL is partnering with Grand Valley State University's Innovation Hub near downtown Muskegon. MADL will teach workshops regarding available electronic services.

The student library card project is progressing, and branch employees are helping fulfill this significant task. K. Richards meets soon with the Muskegon Heights superintendent to discuss the library card process.

A. Susalla shared that staff stamped 1,100 letters today for mailing. He believes MADL will create more library cards through this project than the branches process in a year. J. Hodges expressed her excitement regarding this news.

M. Johnson answered D. Hughes' question regarding patron incidents at the Muskegon Heights library.

#### Old Business

K. Wisniewski stated that MADL branches received new RFID pads and scanners. These scanners can read a library card on a cellphone in place of a physical card.

K. Blackledge announced that the three Storyville sites had approximately 350 visitors during opening week (starting January 13). By week's end, people were visiting the Norton Shores branch specifically for Storyville.

D. Hughes discussed visiting the Norton Shores and Muskegon Heights locations and expressed excitement seeing Storyville come to fruition after years of planning. He thanked the donors who made it possible. J. Hodges added she has also received positive Storyville feedback.

K. Richards announced the Storyville Grand Opening will be March 26, with more details to follow.

Regarding the Bookmobile, K. Wisniewski stated the interior materials such as flooring, cabinets, and shelves have been selected. The chassis has been ordered (estimated completion of 3 months), and the furniture will begin to be manufactured.

K. Richards reported that an RFP for the Muskegon Township branch's relocation has been posted effective today. The invitation is open to library design and design-build firms for architectural, engineering, construction, and project management and will close on February 28, 2020.

#### New Business

Chair D. Hughes called for volunteers to serve on the MADL Board Committees.

Personnel Committee volunteers are as follows: J. Holter, J. King, J. Mansfield

**Motion by Arter, Second by Hodges**

**That the MADL Board approves the Personnel Committee as presented.**

**Motion Carried**

Finance Committee volunteers are as follows: D. Hughes, B. Scolnik, J. Hodges

**Motion by Holter, Second by Sims**

**That the MADL Board approves the Finance Committee as presented.**

**Motion Carried**

#### Public Comment

None

#### Board Comment

B. Scolnik noted Norton Shores branch's circulation statistics and commended their high activity.

A. Susalla stated that automatic renewals began in 2019, which contributes to increased patron usage. MADL has also added extensive digital library options.

**Motion J. Hodges, Second by J. Holter**

**That the MADL Board convene in closed session for the purpose of the Director's performance review.**

**ROLL CALL**

**Ayes: King, Holter, Scolnik, Hodges, Hughes, Mansfield, Sims, Arter**

**Nays: None**

**Motion Carried**

The MADL Board entered closed session at 4:32 p.m.

**Motion J. Hodges, Second by J. Holter**

**That the MADL Board return to open session.**

**Motion Carried**

The MADL Board returned to open session at 4:47 p.m.

**Adjournment**

There was no motion to adjourn. The MADL Board meeting concluded at 4:50 p.m.

**Reviewed and Approved By**

**John Holter, Secretary**