

MUSKEGON AREA DISTRICT LIBRARY

A meeting of the Muskegon Area District Library Board was held on Monday, August 16, 2021, at 4:00 p.m. at the Muskegon Area District Library – Library for the Visually and Physically Disabled (LVPD), 4845 Airline Road, Muskegon. Staff present: B. Hall, M. Chandler, M. Higginbottom-Johnson, K. Richards, N. Schaner, A. Susalla, A. Varela and M. Wittkopp. Also present, M. Anderson, Legal Counsel.

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

ROLL CALL

Present: Mansfield, Barnes, Aerts, Hodges, Hughes, Scolnik, *Taylor

Excused: Arter

Approval of Agenda

Motion by Barnes, Second by Hodges

That the agenda be approved as presented.

Motion Carried

Board Development

None.

Consent Agenda

Motion by Barnes, Second by Aerts

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

Motion Carried

Vouchers

Motion by Hodges, Second by Barnes

That the MADL Board approves the vouchers for July 2021.

ROLL CALL

AYES: Hodges, Barnes, Hughes, Scolnik, Aerts, Mansfield

NAYS: None

Motion Carried

*L. Taylor arrived at 4:05 p.m.

Committee Reports

Finance Committee – Minutes from July 16, 2021, were reviewed by the Board.

Motion by Barnes, Second by Hodges

That the MADL Board approves the July 16, 2021 Finance Committee Minutes as presented.

Motion Carried

Reports/Questions

K. Richards stated that COVID-19 numbers are increasing and it's recommended that staff resume mask wearing.

M. Higginbottom-Johnson thanked the Board for their letters of support in applying for the Library of the Year Award. She also noted that the Strategic Plan Memorandum of Agreement is ready for signature.

A. Varela reported that Muskegon Heights student patron, Noah, was chosen as the Grand Prize Winner of the 2021 Summer Reading Club by Maranda of Wood TV. Maranda presented the award, which was a shopping spree to Great Lakes Crossing Outlets, at the Muskegon Heights branch in front of family and community members. This was a big deal as the student was chosen out of 42 districts.

A. Susalla mentioned that he is working on the collection for the Laketon Township Satellite Branch.

M. Chandler explained that she is in the process of interviewing for the Programs Manager and Early Literacy Coordinator. She is also working on MADL University as well as updating policies and procedures.

M. Wittkopp mentioned that Summer Reading participation numbers are strong at 2,041 which is 46 more than 2019 statistics.

Old Business

Branch Improvements – K. Richards stated that the Egelston Remodel Project is underway and is expected to be completed by next Monday. He also mentioned that a meeting was held last week to review color options, carpet and furniture for the Holton Branch Redesign Project. B. Scolnik questioned the fundraising goal and current amount in the Community Foundation for the Ravenna Storyville Project. We don't have those figures readily available but will have more information as the fundraising campaign moves forward.

Bookmobile – K. Richards stated that the Bookmobile has finally been delivered. The hope is for the wrap to be completed in time for the Norton Shores Arts and Drafts Event on Saturday, August 21. A grand opening of the Bookmobile is also being planned.

Office 365 Migration Proposal – K. Wisniewski explained that Kent District Library recommended IP Consulting as they have had previous success with one of their projects. If this project goes well, MADL will consider partnering with IP Consulting for future high-end technology support services.

Motion by Scolnik, Second by Barnes

That the MADL Board accepts IP Consulting's proposal for the project of Microsoft Office 365 migration at a cost not to exceed \$10,000 plus any monthly fees associated with back-ups, support and maintenance; subject to attorney approval.

ROLL CALL

AYES: Scolnik, Hughes, Aerts, Barnes, Mansfield, Taylor, Hodges

NAYS: None

Motion Carried

New Business

MADL 2021 Revised/2022 Proposed Budget, L-4029 and Budget Narrative – D. Hughes explained that the budget review, including numbers, figures and analysis, should be done prior to the September Board Meeting/Budget Hearing. Contact Director K. Richards or Finance Director B. Hall with any questions.

T. Barnes questioned what Penal Fines are? D. Hughes described the fines as fees collected from the county courts in which a portion of those fines goes to libraries.

Public Comment

None.

Board Comment

D. Hughes expressed his excitement in MADL's application for the Library of the Year Award. He is honored to write a letter of support.

J. Hodges stated that she would like to see Muskegon Township's 2019 Circulation Report for comparison.

B. Scolnik commented about how difficult it is to see the sign at the Muskegon Township Branch, especially with the red stripe that's painted along the front of the building.

Adjournment

Motion by Hodges, Second by Barnes

That the MADL Board meeting adjourns at 4:35 p.m.

Motion Carried

Reviewed and Approved by Jennifer Hodges, Treasurer.