

## MUSKEGON AREA DISTRICT LIBRARY

A meeting of the Muskegon Area District Library Board was held on Monday, November 15, 2021, at 4:00 p.m. at the Muskegon Area District Library, 4845 Airline Road, Muskegon. Staff present: B. Hall, M. Chandler, J. Escareno, M. Higginbottom-Johnson, K. Richards, S. Rinsema-Sybenga, N. Schaner, A. Susalla, A. Varela and K. Wisniewski. Also, in attendance via conference call, M. Anderson, Legal Counsel.

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

### ROLL CALL

Present: Mansfield, Barnes, Hughes, Scolnik, Arter, Hodges

Excused: Aerts, Taylor

### Approval of Agenda

#### **Motion by Hodges, Second by Barnes**

**That new business be amended to include Select Interim Director, added as item 9 e. and the addition of the November 8, 2021 Special Meeting Minutes to item 5 a. and that the amended Agenda be approved.**

**Motion Carried**

### Board Development

None.

### Consent Agenda

#### **Motion by Hodges, Second by Barnes**

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

**Motion Carried**

### Vouchers

#### **Motion by Barnes, Second by Hodges**

**That the MADL Board approves the vouchers for October 2021.**

### **ROLL CALL**

**AYES: Mansfield, Barnes, Hughes, Scolnik, Arter, Hodges**

**NAYS: None**

**Motion Carried**

### Committee Reports

None.

### Reports/Questions

K. Richards reported that there have been meetings with the contractor for the Ravenna Storyville project as well as gathering feedback from the community.

B. Hall mentioned that the 2021 Cost of Living will be paid out at 20 cents. The COLA payment is capped at .20 per the union contract. If the cap wasn't in place, COLA would be paid out at .50.

K. Wisniewski showed the iPad kits that were purchased with a \$25,000 Grant for patron use. He explained that the kits include an iPad, hotspot, keyboard, mouse and charging cables as well as instructions and guides. D. Hughes questioned the status of the Office 365 project. K Wisniewski responded that the project is nearly complete and it went well.

M. Higginbottom-Johnson reviewed October 2021 Storyville statistics as well as the number of visitors for the Bookmobile. The Bookmobile calendar was also displayed for the Board.

A. Susalla stated that the grant for a sprinter van for use as a mini Bookmobile for programming/outreach was approved at \$50,000.

M. Chandler reported that the new Norton Shores Youth Services Librarian started today and that there are currently three open Library Assistant I (LAI) positions.

J. Escareno expressed her excitement for MADL's Storyville Villages as well as the Family Place Library at Ravenna. The five main components of the Family Place Library are: music & movement, speech & language, child development, early literacy and nutrition. The goal is to create a fun and welcoming environment where children and their caregivers can play, learn and grow together.

S. Rinsema-Sybenga highlighted the Shop Small Saturday MADL event which will include pop-up shops at select MADL branches.

#### Old Business

Branch Improvements – K. Wisniewski informed the Board that the Montague Branch reopened today as the remodel project is now mostly complete. The project included painting and carpeting.

MADL Laketon Library Satellite Remodel Proposal – K. Richards explained that the project is now expected to begin in March 2022. K. Wisniewski informed the board that we will work on what we can in the meantime.

#### New Business

2022 Holidays – T. Barnes expressed his support of adding Juneteenth as a holiday and the impact of leading the community by recognizing the holiday and its history. J. Hodges would like to review the financial impact and union contract before making that decision. S. Rinsema-Sybenga explained that MADL is preparing special programming for this holiday regardless of whether or not MADL is open on that day.

#### **Motion by Barnes, Second by Arter**

**That the MADL Board approve the 2022 Holidays as presented, with the exception of changing the date for December 27, 2022 to December 26, 2022, and review the possibility of adding Juneteenth as a MADL holiday after the first of the new year.**

**NAYS: Barnes**

**Motion Carried**

2022 Board Meeting Schedule –

#### **Motion by Hodges, Second by Mansfield**

**That the 2022 Board Meeting Schedule be approved as presented.**

**Motion Carried**

2022 Medical Hard Cap – After reviewing the benefit of using the hard cap versus the 80/20 method, MADL is recommending that the Board to approve the hard cap method. This distributes the cost of health care contributions evenly across employees, which ultimately lessens the burden to each employee enrolled in 2022. This is the same method that was used in 2021.

**Motion by Barnes, Second by Hodges**

**That the MADL Board approve the hard cap method for 2022 employee health insurance contributions pursuant to Public Act 152.**

**Motion Carried**

Director Search – M. Chandler stated that there is a virtual welcome meeting scheduled with MADL’s selected executive search firm, Bradbury Miller Associates, on November 29 to review the process as well as timelines.

Select Interim Director – D. Hughes explained that B. Hall is the longest serving employee and she would make a good choice as Interim Director. She has the experience and would be a good point person for operations, but she is not interested in the Director position. This way other employees are free to apply for the Director position independent of whether or not they are the interim choice.

**Motion by Hodges, Second by Barnes**

**That the MADL Board appoint Brenda Hall as Interim Director with an increased salary to \$110,000 until a new Director is brought on, at which point the salary will revert back to what it is currently.**

**ROLL CALL**

**AYES: Mansfield, Barnes, Hughes, Scolnik, Arter, Hodges**

**NAYS: None**

**Motion Carried**

**Public Comment**

None.

**Board Comment**

T. Barnes thanked staff for supporting Brenda as Interim Director and Brenda for stepping up, Kelly for training her and to everyone for being able to adapt during this process.

**Adjournment**

**Motion by Barnes, Second by Hodges**

**That the MADL Board meeting adjourns at 4:48 p.m.**

**Motion Carried**

**Reviewed and Approved by K. Arter, Secretary.**