

MUSKEGON AREA DISTRICT LIBRARY

A meeting of the Muskegon Area District Library Board was held on Monday, June 20, 2022, at 4:00 p.m. at the Muskegon Area District Library, 4845 Airline Road, Muskegon. Staff present: B. Hall, M. Chandler, M. Higginbottom-Johnson, S. Rinsema-Sybenga, N. Schaner, A. Susalla, R. Suszek and K. Wisniewski. Also present, M. Anderson, Legal Counsel and Brickley DeLong Auditor, Patrick Mutchler.

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

ROLL CALL

Present: Richards, Scolnik, Hodges, Aerts, Arter, Hughes, *Cruz, *Mansfield

Excused: None

*Cruz arrived at 4:02 p.m.

*Mansfield arrived at 4:03 p.m.

Welcome new Director Ron Suszek

D. Hughes introduced and welcomed R. Suszek to MADL. He thanked B. Hall for providing a seamless transition during her time as Interim Director. Her efforts are greatly appreciated!

Approval of Agenda

Motion by Hodges, Second by Aerts

That the agenda be approved as presented.

Motion Carried

Audit Presentation by Brickley DeLong

P. Mutchler described how the Management Discussion & Analysis (MD&A) highlights annual changes for the organization which is helpful in capturing differences from year to year. MADL's equity is at 6.8 million which is broken into two parts: fixed assets and unrestricted assets. He explained that fixed assets are at 3.7 million for things such as buildings, Bookmobile and collection of materials. Though these items are equity, they are for operational purposes and can't be used to pay bills. The unrestricted assets represent the resources that MADL has available. He noted that MADL needs to be aware of Proposal A and how the library will feel the inflation increases much quicker than other organizations. MADL's expenses aren't as controlled as other businesses as revenue is solely based on property taxes. He also emphasized how well the pension and OPEB plans are funded; currently, MADL's pension is 101% funded compared to 72.49% in 2015. The Statement of Revenues and Expenditures represent money in and money out, (additions and deductions). He stated that there are no significant changes to MADL's financial statement notes of accounting policies.

Board Development

None.

Consent Agenda

Motion by Hodges, Second by Cruz

That the MADL Board approves the Consent Agenda Items 7.a. through 7.c.

Motion Carried

Vouchers

Motion by Aerts, Second by Arter

That the MADL Board approves the vouchers for May 2022.

ROLL CALL

AYES: Cruz, Mansfield, Richards, Aerts, Hodges, Hughes, Arter, Scolnik

NAYS: None

Motion Carried

Committee Reports

No meetings were scheduled during May 2022.

Reports/Questions

B. Hall reported that the Storyville at Norton Shores was damaged by contractors that were replacing ceiling tiles in the building. MADL has reached out to the City of Norton Shores seeking resolution.

M. Higginbottom-Johnson reviewed the Storyville, Bookmobile and LVPD statistics as listed in her monthly report. For the month of May 2022, Storyville visits were at 800, Bookmobile visits were 1,384 and LVPD visits were 346 (up from 65 in 2019). She also noted that the Bookmobile is scheduled for regular stops at Laketon Township beginning on June 28th and there were 40 Bookmobile visits at the Muskegon Heights Farmer's Market. She stated that Bookmobile stops are scheduled through the end of the year and that children have sent Bookmobile Driver, J. DeWald Jr., multiple thank you letters. L. Aerts complimented J. DeWald Jr. on his successfulness operating the Bookmobile and how much the community enjoys his presence. Thanks, Jim, for making a difference in our community!

F. Cruz questioned if there were any updates regarding the broken staff restroom sink at Muskegon Heights Branch. M. Higginbottom-Johnson responded that issue has since been resolved and the restroom sink now has running water.

A. Susalla stated that the outreach van is currently at Hoekstra Equipment for the installation of the ramp and shelving. The wrap is tentatively scheduled for installation in July.

S. Rinsema-Sybenga informed the Board that Summer Reading is in full swing. The programs are scheduled 3 branches/day during 3 days of the week. The first week has already shown a high level of engagement as the program statistics are at 2019 (pre-pandemic) levels. She reported that the StoryTrail event at Bethlehem Park and the Juneteenth event at Mona Lake Park went well. She was excited to announce the Big Read of the Lakeshore program in partnership with the Community Foundation which will begin in the next few weeks. The program aligns with author, Matthew de la Pena's Muskegon visit at the Frauenthal Center on November 10, 2022. She also encouraged everyone to attend the Juneteenth 101 program at Norton Shores Branch on June 22, 2022, as the facilitator is our very own Associate Director of Operations, Mary-Higginbottom-Johnson. L. Aerts inquired about the Humans of Muskegon project. S. Rinsema-Sybenga explained that there will be 15 pre-recorded interviews including many stereotyped topics. Those interviews will be archived on the MADL website. The project also includes a live Human Library on September 24 in which the person becomes a "book" that readers can check out through conversation.

Old Business

Branch Improvements, Ravenna and Dalton – R. Suszek reported that Taylor Studios (TSI) is close to fabrication of the Ravenna Storyville and that we hope to align the renovation with the Storyville installation, so the branch is closed for a limited amount of time. He stated that the plan is to get proposals and contractors for the Dalton branch so we can begin those upgrades here soon.

MADL Laketon Library Branch – K. Wisniewski explained that the back-ordered pieces for the bottom shelves are expected to be delivered in the next week or two. After the shelving is installed, we can work on network cabling. J. Hodges questioned if the Reeths-Puffer school district's summer closure will affect the library's hours of operation? K. Wisniewski replied that the space has its own entrance, and that the district's summer closure will have no effect on the library's hours. K. Arter stated that she would like to be informed when the Laketon Township's grand opening date is set so we can coordinate and post on social media.

Ravenna Storyville – D. Hughes explained that 80% of the original fundraising goal has already been reached. The goal was to raise \$80,000 and thus far, we've received \$68,000. L. Aerts would like MADL to send her a copy of the information in Donor Capital Campaign flyer as it relates to early literacy statistics. She would like to post on the Township's Facebook page and encouraged other Board members to do the same to reach more people in the community.

Strategic Plan – R. Suszek expressed his excitement to be a part of implementing the Strategic Plan and stated that committees are currently being formed to help with the implementation plan.

New Business

Accept Audit of Financial Statements for Year Ending 2021 – The Board reviewed the Financial Statements and participated in the audit presentation at the beginning of the meeting.

Motion by Hodges, Second by Cruz/Aerts

That the MADL Board accepts the Audit of Financial Statements for Year Ending 2021.

Motion Carried

MERS Actuarial Year Ending 2021 –

Motion by Cruz, Second by Ricahrds

That the MADL Board accepts the MERS Actuarial Year Ending 2021.

Motion Carried

Ravenna Branch Remodel/Paint – MADL has worked with Dimension Four on the other branch remodels and has been very pleased with the work they do. Dimension Four has indicated that a third coat may be required. B. Scolnik questioned why MADL doesn't have 3 quotes for the painting project? B. Hall replied that there has been extreme difficulty in finding available painters and even if they are available, it's been hard getting a response from them. J. Hodges and L. Aerts reiterated that they too are having trouble finding contractors. K. Arter suggested that MADL might find it helpful to check into a bid system. K. Wisniewski commented on the artwork that needs to be removed from a wall prior to painting and then reinstalled on another wall after. J. Hodges recommended that MADL reach out to Ravenna High School students in need of community service hours to help with that project.

Motion by Aerts, Second by Cruz

That the MADL Board approves the quote from Dimension Four Painting, Inc. for painting the Ravenna Branch Library as part of the remodel project in the amount not to exceed \$11,000.00.

ROLL CALL

AYES: Aerts, Richards, Scolnik, Hodges, Hughes, Cruz, Arter

NAYS: None

Motion Carried

Public Comment

None.

Board Comment

L. Aerts expressed her enthusiasm for the awesome Summer Newsletter and MADL's summer events.

J. Hodges stated that she is excited for the Bookmobile to be at the Meet the Machines event at Renk America (Formerly L3 Communications) and encouraged everyone to attend on July 8th.

K. Arter mentioned that she is eager for the Laketon Township branch to open.

F. Cruz welcomed R. Suszek to MADL.

Adjournment

Motion by Hodges, Second by Arter

That the MADL Board meeting adjourns at 4:47 p.m.

Motion Carried

Reviewed and Approved by Kim Arter, Secretary.