

MUSKEGON AREA DISTRICT LIBRARY

A meeting of the Muskegon Area District Library Board was held on Monday, July 18, 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, A. Varela and K. Wisniewski. Also present, M. Anderson, Legal Counsel.

D. Hughes called the meeting to order at 4:04 p.m.

ROLL CALL

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

Excused: Aerts, Cruz

*J. Hodges arrived at 4:06 p.m.

Approval of Agenda

Motion by Scolnik, Second by Richards

That the agenda be approved as presented.

Motion Carried

Board Development

Review of Library Material Reconsideration Process – M. Johnson described MADL’s process for handling patron objections to the collection of materials. This is a six-step process beginning with patrons completing a questionnaire detailing the objectionable material. MADL then responds with a receipt of acknowledgement. The objection is reviewed by the Library Director and selected staff for a decision to retain or remove the item. If the patron is not satisfied with the outcome, they can appeal and then a review committee is formed consisting of a board member, Library Director, the Librarian that selected the item, and a member of the community. The committee submits a report to the Board and a hearing is held where the patron is given an opportunity to speak. The Board will then vote to remove or retain the item. That decision is final and cannot be reconsidered until after five years. M. Anderson suggested that MADL create a policy surrounding programming services as it’s anticipated that we may see challenges for those services as well. B. Scolnik would like examples of these challenges at other public libraries.

Consent Agenda

Motion by Hodges, Second by Arter

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

Motion Carried

Vouchers

B. Scolnik questioned what the Library Ideas payment for the Freegal Music Subscription is for? A. Susalla responded that Freegal is a free music service that offers access to songs and music videos. Patrons get five (5) free music downloads every week. All music is free and you get to keep it forever.

Motion by Hodges Second by Scolnik

That the MADL Board approves the vouchers for June 2022.

ROLL CALL

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

NAYS: None

Motion Carried

Committee Reports

No meetings were scheduled during June 2022.

Reports/Questions

R. Suszek reported on the status of the remodel projects for Ravenna, Dalton and Laketon Township. He also explained that the management team is currently reviewing the Strategic Plan to figure out initiatives for 2022 and 2023.

B. Scolink questioned status of the Norton Shores Storyville damage as detailed in the Finance Director's report. B. Hall responded that it's MADL's understanding that the contractor is liable for the damage and will be covering the cost of the repairs. R. Suszek concurred.

M. Higginbottom-Johnson reviewed the Storyville and Bookmobile statistics as listed in her monthly report. For the month of June 2022, Storyville visits were at 1,268 and Bookmobile visits were 1,702. She also noted that the Bookmobile is scheduled for upcoming special stops at the Muskegon County Fair and Roosevelt Park days.

A. Varela explained that she is working on the signage for the Laketon Township branch.

A. Susalla stated that the outreach van ramp and shelving has been installed. The next step is the installation of the wrap.

M. Chandler invited the Board to the Director's Open House on Tuesday August 2nd from 4:00 p.m. to 6:00 p.m. She also reported that Finance Director, Brenda Hall, was nominated for the Athena on the Lakeshore award. This award recognizes outstanding lakeshore women who excel in their professions, give back to their communities and help to raise other women leaders. The recipient will be awarded in October 2022. R. Suszek also mentioned that Brenda's 40-year work anniversary is coming up in August.

S. Rinsema-Sybenga presented the trailer for the Humans of Muskegon project which included previews of the 15 pre-recorded interviews surrounding 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 stated that the plan is to schedule Ravenna's closure for remodeling and the installation of Storyville for the same time frame as to limit the amount of time the branch is closed. That closure is tentatively scheduled for October, during which time, the Bookmobile will be there to serve patrons a few days a week. The Dalton branch project will consist of the re-design of seating and furniture. The request for proposal (RFP) will begin on August 1st and will be open for 30 days. The plan is to present the RFPs at September Board meeting for a vote.

MADL Laketon Library Branch – The opening date for the Laketon Township is scheduled for Wednesday August 17th. The Bookmobile will be at the location over the next few weeks in preparation for the grand opening. D. Hughes suggested that MADL schedule a ribbon cutting ceremony. K. Arter requested that MADL send her the grand opening media so they can help promote the new library in their township.

Ravenna Storyville – R. Suszek reiterated that that the plan is to schedule Ravenna's closure for the remodel and Storyville installation for the same time frame as to limit the amount of time the branch is closed. That closure is tentatively scheduled for October, during which time, the Bookmobile will be there to serve patrons a few days a week.

Strategic Plan – R. Suszek explained that the management team is currently reviewing the Strategic Plan to figure out initiatives for 2022 and 2023. The hope is to have those initiatives outlined before the next board meeting.

New Business

Outreach Van Wrap Concept Design – The design was shown and reviewed by the Board and displayed. The wrap design is similar to the Bookmobile to ensure proper branding.

MERS 457 Plan – Currently MADL provides a 457 plan through Mission Square for employees. This is provided at no cost to MADL, just staff time for reporting. MERS has come out with a 457 plan and some employees with Mission Square would like to switch to the MERS plan. Since we have retirees with Mission Square, staff think best to offer both plans at this time and then consider slowly phasing out Mission Square. If approved, MADL will implement for 2023 and offer the information at open enrollment.

Motion by Richards, Second by Hodges

That the MADL Board approves of establishing a 457 Plan with MERS and executes the following documents Resolution Establishing Authorized Signatories for MERS Contract and Service Credit Purchase Approvals, the MERS 457 Participation Agreement, and MERS Uniform 457 Supplemental Retirement Program Resolution.

ROLL CALL

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

NAYS: None

Motion Carried

Public Comment

None.

Board Comment

J. Hodges thanked MADL for allowing the Bookmobile to be included in the Meet the Machines event, which went very well.

K. Richards thanked the staff for their work in completing their monthly reports.

J. Mansfield stated that she likes the design of the outreach van wrap and appreciated seeing it on the projector screen.

Adjournment

Motion by Hodges, Second by Arter

That the MADL Board meeting adjourns at 4:51 p.m.

Motion Carried

Reviewed and Approved by Kim Arter, Secretary.