

MUSKEGON AREA DISTRICT LIBRARY

A meeting of the Muskegon Area District Library Board was held on Monday, August 15, 2022, at 4:00 p.m. at the Muskegon Area District Library, 4845 Airline Road, Muskegon. Staff present: B. Hall, M. Chandler, J. Endres, M. Higginbottom-Johnson, S. Rinsema-Sybenga, N. Schaner, A. Susalla, R. Suszek, A. Varela and K. Wisniewski. Also present, M. Anderson, Legal Counsel. Members of the public in attendance: Karen Fowler of Dalton Township.

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

ROLL CALL

Present: Hodges, Cruz, Hughes, Scolink, Arter, Aerts

Excused: Richards, Mansfield

Approval of Agenda

Motion by Hodges, Second by Cruz/Aerts

That the agenda be approved as presented.

Motion Carried

Board Development

Review of Library Digital Resources by Technology & Innovation Specialist – J. Endres described MADL's digital media resources, which can be found here: https://www.madl.org/stream_download/stream_download.php

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

Motion by Cruz, Second by Aerts

That the MADL Board approves the vouchers for July 2022.

ROLL CALL

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

NAYS: None

Motion Carried

Committee Reports

Finance Committee – Minutes from August 8, 2022, were reviewed by the Board, which included the Revised 2022/Proposed 2023 Budget, Budget Narrative, L-4029 and the Furnace and A/C Upgrade for MADL's Administration Building.

Motion by Hodges, Second by Cruz/Aerts

That the MADL Board approves the August 8, 2022, Finance Committee Minutes as presented.

Motion Carried

Reports/Questions

R. Suszek stated that the new Laketon Township Branch opening is this week, Wednesday August 17th. He also reported that he is organizing an internal outreach committee with the anticipation of casting a vision of what outreach looks like for MADL.

K. Wisniewski explained that an upcoming project for the IT Department will be to replace MADL's telephone lines with a digital fax line as the price of telephone lines keeps increasing.

M. Higginbottom-Johnson reviewed the Storyville and Bookmobile statistics as listed in her monthly report and the circulation report. For the month of July 2022, Storyville visits were at 1,025 and Bookmobile visits were 2,579. She also noted that the Bookmobile issued seventy-five (75) library cards to new library users.

A. Varela announced that the outdoor signage at the Laketon Township branch was installed today, and the interior signage will be installed tomorrow (August 16, 2022). She is also planning a grand-opening event sometime after Labor Day.

A. Susalla stated that the outreach van wrap has been installed and the van can now be used for outreach events. He hopes that the collection will soon be complete so it can be utilized as a mini bookmobile in the near future.

Old Business

Branch Improvements, Ravenna and Dalton – R. Suszek explained how proud he is of the support shown by the Swanson family as well as Doug Hughes for the Ravenna Storyville project.

MADL Laketon Library Branch – The new Laketon Township Branch is opening this week, Wednesday August 17th.

Ravenna Storyville – R. Suszek reported that the Programs Manager and Early Literacy Coordinator will be taking a trip for an on-site inspection of the Storyville village at 50% fabrication in the next few weeks. S. Rinsema-Sybenga explained that the Storyville village will be installed around the first week of October during the branch closure for the remodel.

Strategic Plan – R. Suszek presented the 2022/2023 Strategic Plan initiatives for 2022-2023 which includes a total re-brand and new logo in preparation for the upcoming millage renewal. Another important goal is EDI which will begin with educating the Management team, collaborating with the Board on sustainability and support and then educating library staff by detailing the implementation plan.

New Business

HVAC for Administration & LVPD – MADL Administration/LVPD building has four (4) furnaces and three (3) A/C units that are original to the building and are starting to show their age of twenty-two (22) years. MADL has requested service calls on the units at the LVPD multiple times in the last couple of months for cooling issues. We believe it is best to get ahead of this issue and replace the units in the LVPD and Administration Offices before they become a bigger problem in the winter. We received quotes from Bishop Heating & Air Conditioning, Hurst Mechanical and Jewett Heating & Cooling. D. Hughes stated that the Finance Committee supports the acceptance of the Bishop Heating & Air Conditioning proposal.

Motion by Hodges, Second by Cruz/Aerts

That the MADL Board accepts the quote by Bishop Heating & Air Conditioning to replace the aging furnaces and A/C units at the Administration Offices and LVPD. The work is not to exceed \$27,949.00 without approval of the Board.

ROLL CALL

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

NAYS: None

Motion Carried

MADL 2022 Revised/2023 Proposed Budget and Budget Narrative – D. Hughes explained that the Board should review the budget and direct any questions to the Finance Director before the budget hearing in September, at which point, the budget will be adopted.

Form L-4029 and Budget Resolution – Required documentation for MADL to receive its millage revenue.

Public Comment

K. Fowler commented that she's happy with the new lighting in the corner of the Dalton Branch Library installed by Reeths Puffer School District. R. Suszek replied that the rest of the lighting will be updated tomorrow August 16th.

Board Comment

K. Arter expressed her appreciation for the Bookmobile's presence at Laketon Township over the last few weeks.

Adjournment

D. Hughes adjourned the meeting at 4:30 p.m.

Reviewed and Approved by Kim Arter, Secretary.