

MUSKEGON AREA DISTRICT LIBRARY

A meeting of the Muskegon Area District Library Board was held on Monday, September 19, 2022, at 4:00 p.m. at the Muskegon Area District Library, 4845 Airline Road, Muskegon. Staff present: B. Hall, M. Chandler, S. Rinsema-Sybunga, N. Schaner, A. Susalla, R. Suszek, A. Varela, and K. Wisniewski.

B. Scolnik called the meeting to order at 4:00 p.m.

ROLL CALL

Present: Scolnik, Arter, Richards, Mansfield, Cruz, Hodges

Excused: Hughes, Aerts

Approval of Agenda

Motion by Richards, Second by Hodges

That new business be amended to include 10 f. Position Control Recommendations, and that the amended Agenda be approved.

Motion Carried

Board Development

None.

Consent Agenda

Motion by Hodges, Second by Cruz/Arter

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

ROLL CALL

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

NAYS: None

Motion Carried

Vouchers

Motion by Hodges, Second by Cruz

That the MADL Board approves the vouchers for August 2022.

ROLL CALL

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

NAYS: None

Motion Carried

Committee Reports

Personnel Committee – Minutes from September 12, 2022, were reviewed by the Board, which included the elimination of one (1) lead librarian position, which instead allows for the promotion of current lead librarians and library assistants as well as the addition of three (3) new part-time library assistant positions.

Reports/Questions

A. Varela stated that the new bookmarks are complete and include our new Laketon Township Branch. She also announced her retirement and thanked everyone for the opportunity at MADL as she enjoyed working with everyone.

A. Susalla reported that MADL's book vendor, Baker & Taylor, experienced a ransomware attack about three (3) weeks ago which caused a pause on book ordering during that time. Their website is finally back up and ready for

book ordering again. J. Hodges questioned how Hoopla works? R. Suszek explained that Hoopla does not charge an annual fee, but instead charges MADL for every item that is checked out. Unlike other digital resources, Hoopla allows for immediate check-out on all materials, thus its popularity among patrons. There is a daily cap and when the cap is met, check-outs are unavailable until the next day.

S. Rinsema-Sybenga stated that the Humans of Muskegon live event is this Saturday, September 24th. She is also working on multiple partnerships to help reach a broader range of patrons and increase program participation. One of those partnerships includes the NEA Big Read Lakeshore in which the community is encouraged to read one of three books depending on their reading level; Big Read - Circe by Madeline Miller; Middle Read - Superman by Matt de la Pena; and Little Read - Last Stop on MarketPlace by Matt de la Pena. MADL is focusing on the little read for children, as Matt de la Pena will be at the Frauenthal Center on Thursday, November 10th for an author visit. MADL is also hosting a book and cheese tasting program on the Aquastar to kick off the Big Read for adults.

M. Chandler explained that there are currently four (4) open positions. All jobs are posted through our HR software, Paycor, which then lists the position on the MADL website, Indeed, Monster and Zip Recruiter. She also sends the listing to the Michigan Library Association and Lakeland Library Cooperative. She recently started conducting open interviews at branches which has been very successful.

R. Suszek informed the Board that there will be an author visit by Matt de la Pena at the Frauenthal Center on November 10. This is a collaborative event with the Community Foundation of Muskegon County. The theme of the evening will center around community heroes and will include the author presentation as well as the Foundation's annual Impact Award ceremony. Library Trustees will be recognized at the event as well.

Old Business

Branch Improvements, Ravenna and Dalton – K. Wisniewski explained that there is a meeting this Wednesday, September 21st with Library Design to review the timeline for renovations. He also reported that the request for proposal for the Dalton Branch remodel closed at the end of August. MADL received one bid from Library Design Associates.

MADL Laketon Library Branch – The new Laketon Township Branch open house is scheduled for Wednesday, September 28th from 3:00 - 6:00 p.m.

Ravenna Storyville – K. Wisniewski outlined the Ravenna Branch closure beginning next week, September 26. The branch will be closed through the month of October during which time both the Storyville Village and renovations will take place.

Strategic Plan – The management team met with a third-party EDI facilitator and the goal is to have a firmer plan in the coming weeks.

Budget Hearing/Certification of Millage

Motion by Arter, Second by Hodges

That the MADL Board open the budget hearing at 4:30 p.m.

Motion Carried

The Board had a chance to review the budget and narrative. The details in the narrative are comprehensive and the budget reflects anticipated increases or decreases accordingly.

K. Arter inquired about overdue fines and longevity. B. Hall explained that overdue fines and longevity will decrease and phase out overtime as overdue fines are no longer charged and grandfathered employees retire. Patrons are still paying off old records including previously charged fines.

K. Richards asked about the grant budget line. B. Hall explained that while MADL budgets \$50,000, grants can come in under or over that budget amount as MADL does not always know what grant funds may be offered to us throughout the year.

Motion by Hodges, Second by Arter

That the MADL Board close the budget hearing at 4:37 p.m.

Motion Carried

Motion by Hodges, Second by Cruz

That the Muskegon Area District Library Board authorizes the Chair and Secretary to execute the following documents: Resolution to Levy a District-Wide Tax and Form L-4029 2022 Tax Rate Request and that the original documents be filed with the Muskegon County Clerk and copies sent to the Muskegon County Equalization Department and each township and city clerk.

ROLL CALL

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

NAYS: None

Motion Carried

Revised 2022/Proposed 2023 Budget –

Motion by Hodges, Second by Cruz

That the MADL Board adopt the Revised 2022/Proposed 2023 Budget as presented.

ROLL CALL

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

NAYS: None

Motion Carried

New Business

Marketing Study, Rebranding and New Logo – The request for proposal (RFP) will be posted in early October and responses will be brought to the Board in November. The Board will be involved in the rebranding development process.

Dalton Branch Remodel Proposal – As MADL moves forward with their strategic planning in providing upgrades to all MADL Branches, the Dalton Branch requires new furniture and reconfiguration to be more welcoming for all patrons.

Motion by Richards, Second by Cruz

That the MADL Board approves the redesign project for the Dalton Branch Library proposal submitted by Library design in the amount of \$50,000. This redesign is intended to work within the libraries budget to purchase new furniture and reconfigure the space to be more inviting for all patrons.

ROLL CALL

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

NAYS: None

Motion Carried

Reciprocal Library Patron Registration Agreement – The agreement allows the libraries to register a patron from another member library. This is particularly helpful for patrons located within the MADL service area but whose home is located close to another library.

Library Program Policy – R. Suszek explained the importance of having a policy on record where there was not one before. The Program Policy embodies our mission, vision, and goals of our strategic plan. As a living document, it assures that programming continues to reflect and serve community needs or experiences.

Motion by Hodges, Second by Scolnik

That the MADL Board approves the Library Program Policy.

Motion Carried

Proclamation for Friends of the Library Week –

Motion by Cruz, Second by Arter

That the MADL Board adopt the Proclamation for Friends of the Library Week, October 16 – 22.

Motion Carried

Position Control Recommendations – M. Chandler explained that the current position control includes a full-time Lead Librarian at the Ravenna Branch. The recommendation is to eliminate that position in favor of promoting several Lead Librarians that would coordinate multiple branches, effective October 1, 2022. Partnered with the addition of three (3) part-time Library Assistant I positions, effective January 1, 2023, this ensures that each library receives professional Librarian experience as well as staffing levels that can support ongoing programming and circulation needs.

Motion by Hodges, Second by Cruz

That the MADL Board approves position control recommendations, effective 10/1/2022.

ROLL CALL

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

NAYS: None

Motion Carried

Public Comment

None.

Board Comment

J. Hodges mentioned that it would be nice to have a rotating board meeting schedule in 2023 so the Board could see the renovations.

K. Arter was excited that the Laketon Township had 51 visitors on its opening day, as it was a beautiful transformation.

Adjournment

Motion by Hodges, Second by Cruz

That the MADL Board meeting adjourns at 5:09 p.m.

Motion Carried

Reviewed and Approved by Kim Arter, Secretary.