

## MUSKEGON AREA DISTRICT LIBRARY

A meeting of the Muskegon Area District Library Board was held on Monday, December 18, 2024, at 4:00 p.m. at the Muskegon Area District Library – Administration Office, 4845 Airline Road, Muskegon, MI 49444. Staff present: M. Chandler-Nash, J. Endres, B. Hall, M. Higginbottom-Johnson, N. Schaner, R. Suszek, and K. Wisniewski. Also present via teleconference, M. Anderson, Legal Counsel.

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

### ROLL CALL

Present: Cruz, Vanaelst, Richards, Aerts, Hughes, Scolnik

Excused: Hodges

Absent: Root

### Approval of Agenda

#### **Motion by Aerts, Second by Vanaelst**

**That the agenda be approved as presented.**

**Motion Carried**

### Board Development

None.

### Consent Agenda

#### **Motion by Aerts, Second by Cruz**

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

**Motion Carried**

### Vouchers

#### **Motion by Cruz, Second by Richards**

**That the MADL Board approves the vouchers for November 2023.**

### **ROLL CALL**

**AYES: Aerts, Richards, Scolnik, Hughes, Vanaelst, Cruz**

**NAYS: None**

**Motion Carried**

### Committee Reports

Finance Committee – The minutes from December 11, 2023, were reviewed which included branch expenditure costs for 2024, budget amendments for year-end 2023, E-Rate bids for equipment and licensing services, Valentine Fund expenditures for North Muskegon Branch and the large donation to the Norton Shores Branch.

### Reports/Questions

R. Suszek reported that the current Lakeland Library Cooperative app has been discontinued. The hope is for MADL, Hackley and White Lake to develop an app together which would be available at the same time as Lakeland's new app. He also explained an incident with an LVPD patron that led to the evaluation of security at Administration/LVPD. Interior locks were installed on doors to keep staff and patrons safe.

B. Hall announced that this will be N. Schaner's last Board Meeting as she will begin working at her family business in January.

M. Higginbottom-Johnson was excited to announce that LVPD had 49 visitors at its Santa program!

J. Endres stated that the new website is now live. Though the design is new, it still contains the same resources and information.

A. Susalla explained that the November circulation is close to 2022 year-end totals, and we still have one more month left. He is expecting circulation to break 2019 statistics.

S. Rinsema-Sybenga reported that the Lakeshore Big Read went extremely well. The 2023 Big Read included 12 community partners with over 70 programs throughout the county. MADL contributed 25% of the Big Read budget and the other 75% was funded by community partners. MADL is already planning for the 2024 Big Read. She also explained that programming is finishing up interviews for the 2023 Humans of Muskegon program. The live event is scheduled for February 17, 2024.

#### Old Business

Strategic Plan – R. Suszek referred to the 2023 circulation report and how it reflects meeting the goals as outlined in the 2022-2024 Strategic Plan.

Study, Rebranding, and New Logo/Proposal for Name Change Study – M. Anderson stated that the Board will need 2/3 approval to rescind the previous decision rejecting the name change.

#### **Motion by Cruz, Second by Aerts**

**That the MADL Board rescind the prior decision rejecting the name change.**

#### **ROLL CALL**

**AYES: Cruz, Vanaelst, Richards, Aerts, Hughes, Scolnik**

**NAYS: None**

**Motion Carried**

#### **Motion by Cruz, Second by Aerts**

**That the MADL Board approve incorporating WonderSpace within the Muskegon Area District Library (MADL) name.**

**Motion Failed**

The board reviewed and discussed logo design options and considered possible risks and benefits of the proposed plan. This includes incorporating the use of “Wonderspace” along with “Muskegon Area District Library”. The Board understands the need for a name change, but there is still concern about the roll out process.

#### **Motion by Scolnik, Second by Vanaelst**

**That the MADL Board postpone the logo/name change and send it back to the Marketing/Re-Branding Committee before bringing it back to the Board for reconsideration.**

#### **ROLL CALL**

**AYES: Aerts, Richards, Scolnik, Hughes, Vanaelst, Cruz**

**NAYS: None**

**Motion Carried**

#### New Business

Branch Expenditure Reports/Costs for 2024 – R. Vanaelst questioned the cost differences from each municipality.

B. Hall explained that there are variations due to wages and benefits for janitorial services.

#### **Motion by Richards, Second by Aerts**

**That the MADL Board approve the Branch Expenditure Reports/Costs for 2024 as presented.**

**ROLL CALL**

**AYES: Vanaelst, Richards, Scolnik, Cruz, Aerts, Hughes**

**NAYS: None**

**Motion Carried**

2023 Budget Amendments – D. Hughes stated that government budgets are estimates of revenue and expenditures and need to be revised throughout the year to reflect current actual costs, thus the need for budget amendments.

**Motion by Aerts, Second by Scolnik**

**That the MADL Board approve the 2023 Budget Amendments as presented.**

**ROLL CALL**

**AYES: Cruz, Vanaelst, Richards, Aerts, Hughes, Scolnik**

**NAYS: None**

**Motion Carried**

North Muskegon Valentine Fund – B. Hall explained that there is a fund at the Community Foundation for use at the North Muskegon Branch. There is a limit to how much can be spent each year. The Community Foundation requires that the MADL Board approve expenditures before requesting reimbursement from the Foundation.

**Motion by Richards, Second by Vanaelst**

**That the MADL Board approves the expenditures for the North Muskegon Branch Library of Things and requests reimbursement from the Muskegon Community Foundation Valentine Fund in the amount of \$7,830.89.**

**ROLL CALL**

**AYES: Cruz, Vanaelst, Richards, Aerts, Hughes, Scolnik**

**NAYS: None**

**Motion Carried**

2024 E-Rate Equipment and License Purchase – The Universal Service Fund provides funding for technology for schools and libraries. MADL can receive up to 85% in funding for the needed switching equipment, and associated parts and labor for this project. MADL would like to apply for these discounts. These funds are available on a five-year cycle and if not used by the end of the cycle, MADL would lose the opportunity for this funding. An RFP was put together with the help of E-Rate Central to comply with the requirements to receive this funding. MADL received three bids on this project. MADL needs to provide a Letter of Intent to the USAC (Universal Service Administrative Company) that will be signed by MADL as well as IP Consulting.

**Motion by Vanaelst, Second by Cruz**

**That MADL proceeds with the necessary steps in accordance with the Universal Service Fund to receive funding for the purchase of networking equipment, associated parts, 1-year of licensing for all networking equipment, and labor for configuration provided by IP Consulting at a cost not to exceed \$64,768.39 without approval of the Board.**

**ROLL CALL**

**AYES: Vanaelst, Richards, Scolnik, Cruz, Aerts, Hughes**

**NAYS: None**

**Motion Carried**

**Public Comment**

None.

Board Comment

L. Aerts commented on how well the MADL Book Club is going at Cedar Creek.

Adjournment

D. Hughes adjourned the meeting at 5:11 p.m.

Reviewed and approved by Fawn Cruz, Secretary.