

MUSKEGON AREA DISTRICT LIBRARY

A meeting of the Muskegon Area District Library Board was held on Monday, March 19, 2018, at 4:00 p.m. at the Muskegon Area District Library, 4845 Airline Road, Muskegon. Staff present: K. Richards, A. Varela, J. Wonders, S. Enders and J. Baisden, A. Sorrell and B. Hall. M. Anderson, Legal Counsel, was present. Members of the public in attendance: Darnell Gundy-Reed.

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

ROLL CALL

Present: King, Holter, Scolnik, Hernandez, Hughes, Muncie

Excused: Sims

Approval of Agenda

D. Hughes asked that Item 9.f. be deleted from the Agenda. The Chair indicated a meeting of several board members would be held to discuss the Director evaluation.

Motion by King, Second by Hernandez

That the Agenda is approved as presented with the omission of Item 9.f. Director Evaluation.

Motion Carried

Public Comment

D. Gundy Reed reported that the North Muskegon Walker Memorial Branch Library is having the annual Easter Egg Drop on Saturday, March 24.

Board Development

M. Anderson has information on Personal Property Tax Reform that will be moved to the April meeting.

Consent Agenda

Motion by Holter, Second by Scolnik

That the Consent Agenda Items 6a. through 6b. be approved as presented.

Motion Carried

Vouchers

Motion by Holter, second by Hernandez

That the Vouchers for February 2018 be approved as presented.

ROLL CALL

Ayes: Hughes, Hernandez, King, Muncie, Holter, Scolnik

Nays: None

Motion Carried

Committee Reports

D. Hughes said the minutes from the Personnel Committee as well as the Finance Committee were attached and asked if there were any questions on those reports.

D. Hughes reported on the Storyville Donor Meeting held the previous week. Quinn Evans provided 3-D drawings for the group. The group was very positive and Quinn Evans will now proceed to work on blueprints for the three locations. Positive feedback has also been received from the municipalities involved, Norton Shores, Muskegon Heights, and Montague. Discussion followed regarding keeping the areas cleaned, durability, etc. as well as how long will the learning centers last. B. Scolnik added that this project will be bid out to national firms because of the need to make sure of the safety and quality of the early literacy villages. It is important that MADL provide industry standards for the safety of the children. A new flyer promoting Storyville was distributed to the Board.

Old Business

K. Richards said the Director of the Lakeland Library Cooperative came to MADL to meet with the management. Carol Dawe is the new Director and should be a great leader for the Cooperative.

The Director reported MADL staff are prepping for the grand opening of the Library for the Visually and Physically Disabled for Muskegon and Ottawa Counties.

New Business

K. Richards said MADL would like to have a staff in-service for Monday, October 8, 2018.

Motion by Hernandez, Second by Holter

That the MADL Board authorizes the closing of all branches on Monday, October 8, 2018 to conduct a staff in-service.

ROLL CALL

Ayes: Hernandez, King, Hughes, Scolnik, Muncie, Holter

Nays: None

Motion Carried

The Director reminded the Board about last month's Technology Assessment results provided by Curt Stephens, Kent District Library. The consultant confirmed that, based on the amount of work we need to bring MADL's technology up to 21st century needs, MADL will need to employ 2-3 full-time technology staff. The study also indicated the need for a Network Engineer and an IT Manager. The Director researched and is recommending MADL combines the two into one position.

Motion by Scolnik, Second by King

That the MADL Board approves the position of "Information Technology/Network Engineer" at the proposed salary scale be created to support MADL based on the analysis of the Technology Assessment. And that the Director is authorized to take such action as is necessary to implement this directive.

ROLL CALL

Ayes: King, Scolnik, Hernandez, Holter, Muncie, Hughes

Nays: None

Motion Carried

K. Richards said that due to the retirement of the Support Services Manager, they have taken the opportunity to change the position so that the position can focus on collections and acquisitions. The job title should be changed accordingly. The Director also recommends the department of acquisitions and cataloging be moved under the Branch Operations Manager. And finally the Director recommends that a new part-time 20-hour Library Assistant position be created.

Motion by Holter, Second by Scolnik

That the MADL Board approves that the title of “Support Services Manager” be changed to “Collection Development Supervisor” to more appropriately reflect the new duties and responsibilities assigned to the position and that the Branch Operations Manager receive a \$1.00 an hour increase to more appropriately reflect the compensation for the duties and responsibilities assigned to the position and to create a new part-time 20-hour Library Assistant position and that the Director is authorized to take action as necessary to implement this directive.

ROLL CALL

Ayes: King, Holter, Scolnik, Hernandez, Hughes, Muncie

Nays: None

Motion Carried

Public Comment

Board Comment

J. Hernandez asked if there was any word on the vacant board position.

D. Hughes said he volunteers at the MAP supper house which feeds 500 individuals a week or 2,000 individuals each month. He was recently contacted by Read Muskegon and Read Early Read Often and they are now providing books and resources in support of the early literacy effort.

B. Scolnik inquired whether he could put the IT job posting on his Facebook page.

Adjournment

Motion by Holter, Second by Hernandez

That the MADL Board meeting adjourns at 4:50 p.m.

Motion Carried

Review and Approved by

John Holter, Secretary

