

MUSKEGON AREA DISTRICT LIBRARY

A meeting of the Muskegon Area District Library Board was held on Monday, July 16, 2018, at 4:00 p.m. at the Muskegon Area District Library, 4845 Airline Road, Muskegon. Staff present: K. Richards, B. Hall, A. Varela, J. Roseberry, J. Wonders, A. Sorrell and Andrew Susalla. M. Anderson, Legal Counsel was present. Members of the public in attendance: Patrick Mutchler, Brickley DeLong, Jai Brown and Andrew Usik from Fifth Third Bank and Darnell Gundy-Reed, Friend of the North Muskegon Library.

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

ROLL CALL

Present: King, Holter, Hernandez, Muncie, Scolnik, Sims*

Excused: None

Agenda

D. Hughes asked that the audit presentation be moved to the beginning of the Agenda.

Motion by Hernandez, Second by Holter

That the Agenda be approved as amended.

Motion Carried

Public Comment

Andrew Usik and Jai Brown were introduced from Fifth Third Bank.

Patrick Mutchler, Partner from Brickley DeLong, presented MADL's FY 2017 Audit of Financial Statements to the Board. He said the Management Discussion and Analysis is an important piece as it tells what happens from last year to this year. He also stated MADL is in good shape in regards to pension as well as OPEB (Other Post-Employment Benefits). He reviewed the SAS letters which had one recommendation which has been the same for several years regarding having a staff person who is able to put the audit numbers together. This recommendation is common for many other municipalities as well. P. Mutchler thanked MADL staff for their cooperation in conducting the audit. The MADL Board thanked P. Mutchler for his presentation.

*K. Sims arrived at 4:14 p.m.

Board Development

M. Anderson distributed an information sheet on Rescission of Library Privileges. He explained that in 2015 the MADL Board adopted the MADL Policy Manual and management staff is in the process of revising the manual again. As part of that policy manual the Board adopted the interpretation of the Library Bill of Rights in regards to responding to complaints about library materials, including individual items in a collection, library programs and services, or publications and other material produced or published by the Library and that those procedures should be uniformly applied regardless of the source of the complaint, whether coming from a member of the public, staff or governing authority. It is important to note that minors have the same borrowing privileges as adults. Librarians and governing bodies should not resort to age restrictions on access to library resources. Parents or legal guardians, who do not want their children to have access to certain library services, materials or facilities, should so advise their children. Librarians and governing bodies cannot assume the role of parents or the

functions of parental authority in the private relationship between parent and child. K. Richards stated children should be accompanied by an adult until the age of 12.

Consent Agenda

Motion by Muncie, Second by Holter

That the Consent Agenda Items 6.a thru 6.c be approved as presented.

Motion Carried

Vouchers

Motion by Holter, Second by Hernandez

That the Vouchers for June 2018 be approved as presented.

ROLL CALL

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

Nays: None

Motion Carried

Committee Reports

D. Hughes stated the Finance Committee met on July 10, 2018. A recommendation for banking services appears later in the Agenda.

K. Richards said the final designs have been received from Quinn Evans and are being reviewed with staff. MADL staff is in the process of preparing the RFP for this project.

Reports

K. Richards introduced Andrew Susalla, MADL's new Collection Development Specialist to the Board. Andrew's off to a great start doing a good job for MADL.

Old Business

K. Richards said he hopes to fill the IT Manager position soon.

New Business

The MADL Board was given the MERS Actuarial Valuation for 2017 which indicates MADL's pension is well funded at 89%.

B. Hall stated that MADL has been looking into investing some of the MADL fund balance and spoke with three banks regarding services. In addition to investments, Fifth Third Bank submitted a proposal to handle all of MADL's funds and the bid is a very gainful proposal. The Finance Committee concurred. D. Hughes reminded everyone that as stewards of taxpayer money, it is prudent to review our banking services every few years. Andrew Usik from Fifth Third Bank presented the proposal to the MADL Board. B. Scolnik asked about the merger of Fifth Third with MB Financial. B. Scolnik also asked about insurance for the funds. A. Usik indicated that \$250,000 is insured per tax identification number and added that there has never been a claim that was not fulfilled.

Motion by Scolnik, Second by King

That the MADL Board delegates the decision to move banking services to the Chair, Library Director and Finance Director.

ROLL CALL

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

Nays: None

Abstain: Hughes

Motion Carried

D. Muncie asked questions about the opening of the Ravenna Library on Thursdays without adding extra payroll. K. Richards explained that two full-time positions were added over a year ago to accommodate this public need. MADL is moving forward methodically to broaden its level of services.

K. Richards said that libraries across the county conduct Food for Fines programs where patrons can bring in canned goods in exchange for fines. MADL's fines are .15 cents per day to a maximum of \$4.95. MADL is proposing to forgive \$25 per patron and will choose two local food banks for the donations.

Motion by Muncie, Second by Holter

That the MADL Board approves of the Food for Fines program as presented by MADL staff for a two-week time period in September 2018 at the Director's discretion.

ROLL CALL

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

Nays: None

Motion Carried

Public Comment

D. Gundy-Reed said since there has been new staff at the North Muskegon Branch, the programs have gone up in number and attendance has gone up as well. She said the staff is very much appreciated and the Friends group enjoys working with them very much.

Board Comment

K. Sims asked how we let the public know that MADL's pension and OPEB are well-funded. B. Scolnik reminded the Board that when MADL split off from the County their pension portion was carved out from the County. There are several other factors which lead MADL to their healthy funding level.

Adjournment

Motion by Holter, Second by Sims

That the MADL Board adjourns at 5:07 p.m.

Motion Carried

Reviewed and Approved By

John Holter, Secretary