

## MUSKEGON AREA DISTRICT LIBRARY

A meeting of the Muskegon Area District Library Board was held on Monday, September 16, 2019, at 4:00 p.m. at the Muskegon Area District Library Administration Building, 4845 Airline Road, Muskegon. Staff present: J. Anderson, J. Endres, B. Hall, K. Richards, J. Roseberry, A. Susalla, A. Varela, K. Wisniewski, and J. Wonders. M. Anderson, Legal Counsel was present. Members of the public in attendance: D. Gundy-Reed and B. Reynolds.

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

### ROLL CALL

Present: Hodges, King, Scolnik, Muncie, Holter, Hughes\*

Excused: Sims

### Approval of Agenda

B. Scolnik amended the Agenda by moving action items 10 and 9.d. through 9.f. to the beginning.

### **Motion by Hodges, Second by Holter**

**That the MADL Board approves the revised Agenda as presented.**

**Motion Carried**

### Public Comment

None

### MADL Board Development

None

### Consent Agenda

### **Motion by Holter, Second by Muncie**

**That the MADL Board approves the Consent Agenda items 6.a. through 6.c.**

**Motion Carried**

### Budget Hearing/Certification of Millage

### **Motion by Hodges, Second by Holter**

**That the MADL Board declares an Open Budget Hearing at 4:03 p.m.**

**Motion Carried**

There was no public comment.

### **Motion by Hodges, Second by Holter**

**That the Budget Hearing be closed at 4:04 p.m.**

**Motion Carried**

**Motion by Holter, Second by Hodges**

**That the Muskegon Area District Library Board authorizes the Chair and Secretary to execute the following documents: Resolution to Levy a District-Wide Tax not to exceed 1.249 mils and Form-L4029 2019 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, Holter, Muncie, King, Hodges**

**Nays: None**

**Motion Carried**

**Motion by Holter, Second by Hodges**

**That the MADL Board adopts the FY2019 Revised and FY2020 Proposed Budgets as presented.**

**ROLL CALL**

**Ayes: Hodges, King, Muncie, Holter, Scolnik**

**Nays: None**

**Motion Carried**

\*D. Hughes arrived at 4:14 p.m.

Library Design bid \$100,000 on the North Muskegon Library project. \$125,000 provides the opportunity to address more needs in the branch and deal with cost over-runs. MADL will need to contact plumbers directly to replace the bathroom fixtures in the future.

**Motion by Holter, Second by Hughes**

**That MADL enters into contract with Library Design for BUILDING SPACE UTILIZATION/OPTIMIZATION ANALYSIS, REDESIGN AND UPDATE for the North Muskegon Library. The work is not to exceed \$125,000 without approval of the Board.**

**ROLL CALL**

**Ayes: Hodges, King, Hughes, Scolnik, Muncie, Holter**

**Nays: None**

**Motion Carried**

Library Design bid \$65,000 on the Muskegon Heights Library project. \$85,000 provides the opportunity to address more needs in the branch and deal with cost over-runs.

**Motion by Hodges, Second by Hughes**

**That MADL enters into contract with Library Design for BUILDING SPACE UTILIZATION/OPTIMIZATION ANALYSIS, REDESIGN AND UPDATE for the Muskegon Heights Library. The work is not to exceed \$85,000 without approval of the Board.**

**ROLL CALL**

**Ayes: Scolnik, Hughes, Holter, Muncie, King, Hodges**

**Nays: None**

**Motion Carried**

K. Richards stated that MADL has an upcoming meeting with the City of Muskegon Heights to discuss possible exterior changes (e.g. paint color). The goal is to have work completed by Storyville installation.

Dimension Four Painting bid \$10,760 on the Muskegon Heights Library painting project. \$12,700 provides the opportunity to paint the office, hallway, and community room. MADL will need to contact roofing companies directly to fix the roof overhang/soffit.

**Motion by Hughes, Second by Holter**

**That MADL enters into contract with Dimension Four Painting for PAINTING INTERIOR/EXTERIOR AND REPAIR OF OVERHANG ROOF SOFFIT for the Muskegon Heights Library. The work is not to exceed \$12,700 without approval of the Board.**

**ROLL CALL**

**Ayes: Hughes, Hodges, King, Muncie, Holter, Scolnik**

**Nays: None**

**Motion Carried**

Vouchers

**Motion by Hodges, Second by Holter**

**That the Vouchers for August 2019 be approved as presented.**

**ROLL CALL**

**Ayes: Hughes, Scolnik, Holter, Muncie, King, Hodges**

**Nays: None**

**Motion Carried**

Committee Reports

Personnel Committee meeting minutes were attached.

Reports

J. Roseberry discussed recent school visits made in conjunction with MAISD. Not all schools offer online registration; therefore, MADL staff attended 9 on-site registrations and signed up approximately 200 new cards.

A. Varela noted a hand-painted kayak donated by the Lakeshore Art Festival which will later be installed in the Norton Shores branch. This local art ties in well with Norton's Storyville theme.

A. Susalla attended two school registration events and processed library card applications.

Old Business

K. Richards stated the MADL Foundation Fund committee met to discuss funds usage at North Muskegon branch and future marketing ideas.

K. Wisniewski introduced Emerging Technology Specialist, Jackie Endres (formerly Head of Youth Services at Coopersville District Library). J. Endres will assist with patron and staff training. MADL has

received quotes to install server room AC unit (budgeted \$7,000), and this information was distributed to the Board.

J. King inquired about Launchpad failures. A. Susalla discussed a small percentage of these pre-loaded tablets were returned for manufacturer replacement.

K. Richards directed the Board's attention to a slideshow of recent Storyville construction updates. He will visit Taylor Studios next week.

#### New Business

##### **Motion by Scolnik, Second by Holter**

**That the position of full-time Youth Services – Lead Librarian I at the proposed salary scale be created to replace a part-time Library Assistant position at North Muskegon Library to support MADL based on service needs.**

##### **ROLL CALL**

**Ayes: Hodges, Hughes, King, Muncie, Holter, Scolnik**

**Nays: None**

**Motion Carried**

For the last three years, MADL has held a staff in-service day on Columbus Day. MADL seeks to implement a half-day in-service in the spring.

##### **Motion by Hodges, Second by Holter**

**That MADL branches be closed yearly for 8 hours on Columbus Day and for 4 hours each April (to be coordinated at such time) for ongoing staff training.**

**Motion Carried**

K. Richards stated that new carpet will be installed for Storyville in the youth area and will not blend in well with the older, worn carpet.

##### **Motion by Scolnik, Second by Holter**

**That the Director can bid out carpet replacement for the Norton Shores Library to be brought back to the Board.**

**Motion Carried**

#### Public Comment

D. Gundy-Reed discussed upcoming Friends of the Library meeting in October.

#### Board Comment

J. King inquired how the Norton Shores branch's Sunday hours were received. K. Richards stated approximately 50 people attended the soft opening on September 8<sup>th</sup>.

J. Hodges asked for Fines Free for Youth initiative feedback, and A. Varela stated MADL patrons have responded favorably.

**Motion by Hodges, Second by King**

**That October 20-26, 2019 be proclaimed National Friends of the Libraries Week.**

**Motion Carried**

Adjournment

Motion by Hodges, Second by Scolnik

That the MADL Board adjourns at 4:52 p.m.

Motion Carried

Reviewed and Approved By

John Holter, Secretary