

## MUSKEGON AREA DISTRICT LIBRARY

A meeting of the Muskegon Area District Library Board was held on Monday, December 16, 2019, at 4:00 p.m. at the Muskegon Area District Library Administration Building, 4845 Airline Road, Muskegon. Staff present: J. Anderson, B. Hall, M. Johnson, A. Susalla, A. Varela, K. Wisniewski, J. Wonders. M. Anderson, Legal Counsel was also present.

D. Hughes called the meeting to order at 4:02 p.m.

### ROLL CALL

Present: King, Scolnik, Hodges, Muncie, Hughes

Excused: Holter, Sims

### Approval of Revised Agenda

**Motion by Hodges, Second by King**

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

**Motion Carried**

### Public Comment

None

### MADL Board Development

None

### Consent Agenda

**Motion by Hodges, Second by Muncie**

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

**Motion Carried**

### Vouchers

**Motion by Hodges, Second by King**

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

### ROLL CALL

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

**Nays: None**

**Motion Carried**

### Committee Reports

Personnel: On behalf of the Personnel Committee, J. King will discuss motion for management increase process during Old Business 9.f.

Finance: D. Hughes said the Finance Committee minutes from December 12<sup>th</sup> were distributed. He said that proposed Budget Amendments, Branch Expenditure Report, and management increase process were reviewed for Board approval.

### Reports

A. Varela discussed plans for a Storyville “soft opening” in January 2020, for which the Early Literacy Coordinator would be present. A Grand Opening is tentatively planned for March, and Storyville donors are being notified of updates.

Per discussion with K. Richards, D. Hughes added that it is important for MADL staff to train in preparation for Storyville, so a “soft opening” provides this opportunity.

J. King asked if the media would be notified of the Grand Opening, which A. Varela confirmed.

A. Varela introduced a Homebound service starting in January, which will be coordinated through the Library for the Visually and Physically Disabled. Once an application is approved, up to three books can be mailed at once. J. Hodges mentioned that Senior Millage funds might be a possible resource for postage in this venture.

A. Susalla reported that over 1,600 library cards have been created thus far for the student card project.

### Old Business

K. Wisniewski stated that USAC is providing a one-time payment for equipment (\$4,000-\$7,000 per library based on square footage) such as cabling, firewalls and switches. As a result, he is compiling RFPs for this purpose, of which the future Bookmobile is included. Our normal USAC funding will reset in 2021.

Per B. Hall, MADL made a down payment on the Bookmobile. K. Wisniewski and M. Johnson held a conference call with Matthews Specialty Vehicles, providing feedback on their drawings. Revisions will follow.

Regarding the Muskegon Township Branch’s proposed relocation, Muskegon Township has signed the lease and Intergovernmental Agreement. J. Hodges clarified that Muskegon Township will lease from LHR Properties, and the Intergovernmental Agreement states that MADL will reimburse the Township for the cost of the lease.

### Motion by King, Second by Hodges

**That the MADL Board approves and signs the Intergovernmental Agreement for relocation of the Muskegon Township Branch.**

### ROLL CALL

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

**Nays: None**

**Motion Carried**

J. King discussed that MADL employs both union and non-union workers. The proposed motion would establish a process allowing the Director to provide a percentage or lump sum raise to non-union staff (per budget). This has been discussed and approved by the Personnel and Finance Committees.

**Motion by Hodges, Second by King**

**That the MADL Board approves the process for the Library Director to designate annual increases to management/non-union staff based on performance and budget. The increase can be a percentage or a lump sum. The range for the increases will be set each year during the budgeting process.**

**ROLL CALL**

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

**Nays: None**

**Motion Carried**

**New Business**

D. Hughes welcomed Branch Operations Manager, M. Johnson, on behalf of the MADL Board. She previously worked at Genesee District Library.

D. Hughes asked if the Board had any questions regarding the distributed Branch Expenditure Reports information. Per B. Hall, she is awaiting North Muskegon Branch's annual maintenance costs.

**Motion by Hodges, Second by King**

**That the MADL Board approves the Branch Expenditure Report for quarterly payments to municipalities with library buildings in 2020.**

**ROLL CALL**

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

**Nays: None**

**Motion Carried**

B. Hall stated that MADL has requested reimbursement from the Community Foundation for Muskegon County for Storyville costs, retroactive from 2013. As a result, this will change MADL's ending fund balance.

**Motion by King, Second by Hodges**

**That the MADL Board approves the Budget Amendments for 2019 as presented.**

**ROLL CALL**

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

**Nays: None**

**Motion Carried**

**Motion by Hodges, Second by King**

**That the MADL Board approves the 2020 Board Meeting Schedule as follows:**

**The Muskegon Area District Library will hold regular meetings at 4:00 p.m. on the 3rd MONDAY of each month on the following days and locations:**

**January 27, 2020 – MADL Administration (4th Monday due to MLK Holiday)**

**February 17, 2020 – MADL Administration**

**March 16, 2020 – MADL Administration**

**April 20, 2020 – MADL Administration**

**May 18, 2020 – MADL Administration**

**June 15, 2020 – MADL Administration**

**July 20, 2020 – MADL Administration**

**August 17, 2020 – MADL Administration**

**September 21, 2020 – MADL Administration**

**October 19, 2020 – MADL Administration**

**November 16, 2020 – MADL Administration**

**December 21, 2020 – MADL Administration**

**Motion Carried**

D. Hughes thanked D. Muncie for her service as a Board Member, representing Ravenna Township.

Public Comment

None

Board Comment

J. King reminded that the Director Evaluation will be held in January 2020.

Adjournment

Motion by Hodges, Second by Scolnik

That the MADL Board adjourns at 4:35 p.m.

Motion Carried

Reviewed and Approved By

Jeff King