

MUSKEGON AREA DISTRICT LIBRARY

A **virtual** meeting of the Muskegon Area District Library Board was held on Monday, September 21, 2020, at 4:00 p.m. at the Muskegon Area District Library Administration Building, 4845 Airline Road, Muskegon. Staff present: K. Richards, B. Hall, N. Schaner, K. Wisniewski, A. Varela, A. Susalla and M. Higginbottom-Johnson. Also present, M. Anderson, Legal Counsel.

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

ROLL CALL

Present: Hodges, Hughes, Scolnik, King, Arter, Sims

Excused: Mansfield, Holter

Approval of Agenda

Motion by Scolnik, Second by Hodges

That the Agenda be approved as presented.

Motion Carried

Consent Agenda

Motion by King, Second by Arter

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

Motion Carried

Vouchers

Motion by Hodges, Second by King

That the MADL Board approves the vouchers for August 2020.

ROLL CALL

AYES: Hodges, Hughes, Scolnik, Arter, King, Sims

NAYS: None

Motion Carried

Committee Reports

Finance Committee Minutes from August, 11, 2020 and there's nothing else to report.

Reports/Questions

K. Richards informed the board that the staff in-service will be held on October 12, 2020 during the morning hours. Branches will re-open to the public in the afternoon. Staff will be grouped together at different branch locations and administration managers will be visiting branches that day to help facilitate the training via Zoom. A lunch meeting will be held at those locations in order to get feedback from staff members on how we can increase morale and service to patrons. Board members are invited

to visit during the lunch meetings. Please contact administration to determine which branch will be closest for you to visit.

B. Hall reported that three (3) MADL Board region terms will be up in December 2020. A letter has been sent out to the municipalities to let them know that they have the next appointment. The terms expiring are: Sims (Region 3), Holter (Region 5) and King (Region 7).

K. Wisniewski informed the board that the CARES Act Grant was used to install outdoor WIFI at the Muskegon Heights Branch. He also showed a map detailing WIFI signal coverage. It is unknown what the signal will be like in nearby buildings. Scolnik and Sims recommended that we publicize and notify the public of the new Muskegon Heights WIFI services. The mural at Muskegon Heights hasn't been completed yet, but it is a work in progress.

A. Varela reported that we are advertising our new Muskegon Township branch location. The branch leader is putting bookmarks in each book in order to promote the move and services of the new location. The only complaint from patrons is that the project is taking too long. A news release will also be going out regarding the new WIFI services at Muskegon Heights.

Old Business

VOIP Telephone System – K. Wisniewski reported that the new phones have been installed and programmed. Currently the new phones can make internal calls but can't make external calls until the new system goes live.

New Muskegon Township Branch – K. Richards reported that construction is still on schedule. We are working with the contractor and designer on the furniture.

Branch Improvements – K. Richards informed the board that the projects at the North Muskegon and Muskegon Heights branch are scheduled to start on October 19. The projects are projected to be complete by the first week of November. The Egelston branch is still in the beginning stages of assembling a team that will help make decisions on the remodel.

Bookmobile – K. Wisniewski informed the board that there are no updates as far as the manufacturing of the Bookmobile goes. Designs for a wrap are being worked on and will be sent to the board when they become available. M. Higginbottom-Johnson reported that twelve (12) interviews were conducted for the Bookmobile Driver and they've narrowed the candidates down and will be conducting second interviews.

Budget Hearing/Certification of Millage

Motion by King, Second by Hodges

That the MADL Board open the budget hearing at 4:24 p.m.

Motion Carried

D. Hughes reported that the Finance Committee has spent time reviewing the budget and that the budget is operational. It is the recommendation of the Finance Committee that the budget is approved. There were no board comments and no public comments regarding the budget.

Motion by King, Second by Hodges

That the MADL Board close the budget hearing at 4:25 p.m.

Motion Carried

Motion by King, Second by Sims

That the MADL Board approve the Budget Resolution/Certification of Millage and Form L-4029 as presented

ROLL CALL

AYES: Hodges, Hughes, Scolnik, Arter, King, Sims

NAYS: None

Motion Carried

Motion by King, Second by Scolnik

That the MADL Board adopt the 2020 Revised/2021 Proposed Budgets as presented

ROLL CALL

AYES: Sims, Arter, Scolnik, Hughes, Hodges, King

NAYS: None

Motion Carried

New Business

Motion by Arter, Second by Sims

That the MADL Board adopt the Proclamation for Friends of the Library Week, October 18 – 24

Motion Carried

Public Comment

None.

Adjournment

Motion by Arter, Second by Hodges

That the MADL Board meeting adjourns at 4:42 p.m.

Motion Carried

Reviewed and Approved by Jeff King