

MUSKEGON AREA DISTRICT LIBRARY

A **virtual** meeting of the Muskegon Area District Library Board was held on Monday, January 25, 2021, at 4:00 p.m. at the Muskegon Area District Library Administration Building, 4845 Airline Road, Muskegon. Staff present: B. Hall, M. Higginbottom-Johnson, T. Rhodes, K. Richards, N. Schaner, A. Susalla, A. Varela, and K. Wisniewski. Also present, M. Anderson, Legal Counsel. Members of the public in attendance: Teleah Greve of Embrace Books.

M. Anderson called the meeting to order at 4:00 p.m.

*M. Anderson chaired the meeting until the new chair officer was elected

ROLL CALL

Present: Taylor, Barnes, Aerts, Hodges, Arter, Scolnik

Excused: Mansfield, Hughes

Election of Officers

M. Anderson stated that he has received the Oaths of Office for new board members L. Aerts, T. Barnes and L. Taylor. The formal swearing-in will not take place due to the virtual meeting.

Motion by Barnes, Second by Hodges

That Doug Hughes is nominated to serve as Chair of the MADL Board for a one-year term. That nominations close and a unanimous ballot cast for Doug Hughes as Chair of the MADL Board.

Motion Carried

*J. Hodges began chairing the meeting at 4:03 p.m.

Motion by Barnes, Second by Arter

That Bob Scolnik is nominated to serve as Vice-Chair of the MADL Board for a one-year term. That nominations close and a unanimous ballot cast for Bob Scolnik as Vice-Chair of the MADL Board.

Motion Carried

Motion by Barnes, Second by Aerts

That Jennifer Hodges is nominated to serve as Treasurer of the MADL Board for a one-year term. That nominations close and a unanimous ballot cast for Jennifer Hodges as Treasurer of the MADL Board.

Motion Carried

Motion by Taylor, Second by Barnes

That Kim Arter is nominated to serve as Secretary of the MADL Board for a one-year term. That nominations close and a unanimous ballot cast for John Holter as Secretary of the MADL Board.

Motion Carried

The new board members introduced themselves and were welcomed.

Approval of Agenda

Motion by Arter, Second by Barnes

That new business be amended to include the Purchase of a Cell Phone for the Director, added as item 11 b.

Motion Carried

Board Development

None.

Consent Agenda

Motion by Barnes, Second by Arter

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

Motion Carried

B. Scolnik questioned the budget for contributions on the Financial Report as it shows that MADL received \$146,000 for that line item. B. Hall responded that the figure includes \$92,000 from the Anonymous North Muskegon Donor and \$31,800 for the Family Place Libraries Grant.

Vouchers

Motion by Scolnik, Second by Taylor

That the MADL Board approves the vouchers for December 2020.

ROLL CALL

AYES: Hodges, Taylor, Barnes, Scolnik, Arter, Aerts

NAYS: None

Motion Carried

Committee Reports

None.

Reports/Questions

K. Richards informed the Board that MADL plans to re-open at a limited 25% capacity with a maximum of two-hour visits, beginning Monday February 1. MADL will continue adhering to the Pandemic Preparedness Plan. The new Muskegon Township location has also resumed regular COVID hours of operation. MADL will continue curbside services as well. K. Richards reported that he was the moderator for a discussion for Rotary's Diversity Committee regarding racism and its impact in Muskegon County.

B. Hall reported that she is working on year-end close reports and will release those upon completion in February.

K. Wisniewski introduced new replacement IT Technician, Taylor Rhodes.

A. Varela informed the Board that any media coverage is monitored and reported to the Board so they have first-hand knowledge on what's being reported on MADL.

Old Business

New Muskegon Township Branch – K. Richards reported that the new location is finally open for curbside services and computer appointments. The branch will be under the same hours of operation as all other branches and will also open on February 1 at 25% capacity. The branch will be getting new shelving instead of the planned privacy booth which is not needed anymore due to COVID.

Branch Improvements:

MADL Laketon Library Satellite – K. Richards informed the Board that the plan for the proposed Laketon Township Satellite Location is to utilize a room at the Reeths-Puffer Schools Administration Building, free of any leasing charges. The location would serve roughly 14,000 people. MADL is currently getting pricing on interior work that needs to be completed to make it a functional library space; this includes flooring, furniture, shelving, books, etc. The cost of the project will be minimal because we will be utilizing existing shelving and furniture and repurposing it. K. Richards will be attending the Laketon Township meeting next month to discuss the project, how the agreements will work and if they are interested.

Holton Branch – K. Richards stated that MADL is trying to figure out how to write the RFP for the remodel to include removing a wall, as this is something that the community would like to have done.

Egelston Branch – K. Richards said that there is a meeting in the next week or so for the Egelston Branch Remodel project.

Ravenna Branch – K. Richards informed the Board that MADL is working with a donor on participating in the remodel project. There are also funds left for creating a Storyville at this location.

J. Hodges questioned if MADL Storyvilles will also be re-opening on February 1. K. Richards stated that all MADL Storyvilles will remain closed even though the branches are re-opening as this is the safest option amid the pandemic.

Bookmobile – K. Wisniewski reported that the cabinets in the Bookmobile are being installed. There are no updates regarding the completion date, as far as we know, it's still tentatively scheduled to be completed in February 2021. The manufacturer will drive the Bookmobile from North Carolina to Michigan and then they will train the staff while they are here. T. Barnes questioned if the Bookmobile could schedule stops in Blue Lake Township as the Supervisor, Melonie Arbogast, is interested in having Blue Lake Township Hall as scheduled stop for the Bookmobile. K. Wisniewski responded that we have a Bookmobile Request form on the MADL website for stops on the regularly scheduled route. That information will be forwarded to T. Barnes.

New Business

Audit Engagement Letter from Brickley DeLong –

Motion by Barnes, Second by Aerts

That the Audit Engagement Letter from Brickley DeLong be approved and that the Board Chair has authorization to sign the contract.

ROLL CALL

AYES: Scolnik, Aerts, Arter, Barnes, Taylor, Hodges

NAYS: None

Motion Carried

Purchase of a Cell Phone for the Director –

Motion by Barnes, Second by Arter

That the Board authorizes the Director to purchase a new cell phone not to exceed \$1,500.00 in expense with the first three years being property of the Library after which the phone will become the property of the Director.

ROLL CALL

AYES: Scolnik, Barnes, Arter, Taylor, Hodges, Aerts

NAYS: None

Motion Carried

B. Scolnik suggested that MADL contact the interim director at Lakeshore Museum regarding their resolution since they had a similar situation with regards to cell phones for department heads. The situation will be researched and then presented to the Finance Committee.

Public Comment

Teleah Greve, Executive Director of Embrace Books in Muskegon, introduced herself and the organization which is a bookstore that provides access to books for free. They have a great working relationship with multiple MADL branches. They would like to support and partner with MADL. Their customers are also excited about MADL's Bookmobile.

Board Comment

T. Barnes mentioned that he is appreciative of the board orientation and opportunity to meet MADL staff members.

Adjournment

Motion by Taylor, Second by Barnes

That the MADL Board meeting adjourns at 4:58 p.m.

Motion Carried

Reviewed and Approved by Kim Arter, Secretary