

MUSKEGON AREA DISTRICT LIBRARY

A **virtual** meeting of the Muskegon Area District Library Board was held on Monday, March 15, 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, K. Richards, N. Schaner, A. Susalla, A. Varela, K. Wisniewski and J. Wonders. Also present, M. Anderson, Legal Counsel. Members of the public in attendance: Taleah Greve of Embrace Books.

B. Scolnik called the meeting to order at 4:01 p.m.

ROLL CALL

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

Excused: Hughes

Approval of Agenda

Motion by Mansfield, Second by Barnes

That the agenda be approved as presented.

Motion Carried

Board Development

M. Anderson described the new Michigan Department of Human Services (MDHHS) order of March 2, 2021 Emergency Order under MCL 333.2253 – Gatherings and Face Mask Order, which went into effect on March 5, 2021 and remains in effect until April 19, 2021 or until rescinded by MDHHS. The new order permits gatherings up to a maximum of 25 people, including all board members, staff and public attendees. Attendees are required to wear masks and social distance. M. Anderson explained that MADL has a few options to consider: continue virtual meetings or hold hybrid meetings where the board attends in-person, but the public attends virtually. Proper technology must be in place for hybrid meetings so the public can actively participate in the meeting per the Open Meetings Act. B. Scolnik suggested that MADL continue holding virtual meetings until the next board meeting, at which point the new order could be rescinded anyways. There were no objections to this suggestion. M. Anderson also informed the board that under the new order, library occupancy limits can be raised to 50% capacity.

**Agenda action items 5.5 Vouchers for February 2021, 8 d. MADL Laketon Library Satellite and 8 e. Director Evaluation were re-arranged and discussed out of order due to a board member needing to leave the meeting early.*

Vouchers

Motion by Hodges, Second by Barnes

That the MADL Board approves the vouchers for February 2021.

ROLL CALL

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

NAYS: None

Motion Carried

Old Business

MADL Laketon Library Satellite – K. Richards explained the need for MADL to work directly with Reeths-Puffer Schools to secure the room at the Reeths-Puffer Schools Administration Building for the Laketon Township

Satellite Location. MADL would like the authority to work on an agreement between MADL and Reeths-Puffer Schools in order to ensure MADL's utilization of the space for a library. The plan is to open the library part-time and operate using existing staff. After the agreement for MADL to use the space is complete, MADL will bring the project back to the Board for approval on the remodel and those associated costs. J. Hodges questioned MADL's access to the room when the school is closed. It was explained that the room has its own door, restroom, parking and signage, so school closures won't have a bearing on MADL's library operations.

Motion by Scolnik, Second by Arter

That the MADL Board authorizes K. Richards to enter into negotiations with Reeths-Puffer to establish a Satellite Library in the Reeths-Puffer School District.

ROLL CALL

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

NAYS: None

Motion Carried

*4:20 p.m. K. Arter left the meeting

Consent Agenda

Motion by Barnes, Second by Hodges

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

Motion Carried

Committee Reports

Personnel Committee Minutes from March 8, 2021 were reviewed by the Board. Former board member J. King attended the Committee Meeting to help train new Committee Members. T. Barnes reported that he was elected as the Personnel Committee Chair, and that they discussed past years wage changes for both union and non-union employees and reviewed the director evaluation process. He mentioned that the annual director evaluation process will be completed in December before new board members are appointed. A salary study was discussed and an RFP for the study will be posted. Changes to the delivery person position was also reviewed and it will now serve as a back-up for the Bookmobile driver. They also evaluated if MADL should have its own janitorial staff.

Reports/Questions

K. Richards reported that about 36 out of 50+ employees received the COVID vaccine on February 27. He also informed the Board that in preparation of National Library Week, beginning April 4, 2021, MADL will be implementing fines free, raising capacity levels to 50% and stop the quarantining of materials.

B. Hall explained that MADL has received \$85,535 from personal property taxes (PPT) from the federal government which goes into MADL's building fund.

K. Wisniewski informed the Board that MADL is upgrading computer timing and print software for patron computers. The new software has many features including scheduling where patrons can reserve computer usage right from the MADL website. The new software will be implemented around the end of April or beginning of May and will be provided by one vendor instead of multiple vendors.

M. Johnson reported that the new book returns at Muskegon Heights and Muskegon Township have been installed. All ten MADL branch locations now have book return drop boxes. She also informed the Board that

curbside services from June – December 2020 were 4,000 and in January 2021 alone, it was at 2,500. Those numbers have reduced drastically since MADL has re-opened.

A. Varela encouraged everyone to attend MADL’s virtual event on March 22 with Dr. Mona Hanna-Attisha, author of *What the Eyes Don't See: A Story of Crisis, Resistance, and Hope in an American City* which details the Flint Water Crisis. A. Varela thanked B. Scolnik for promoting MADL on social media. She also updated the Board on the signage at the new Muskegon Township Branch. The channel lettering for the wall sign on the front of the building is scheduled to be installed in the next few weeks. The free-standing road sign has already been in place a few months now and is visible from the road.

A. Susalla described the new Brainfuse tutoring service which is online one-on-one tutoring resource for English, math, science and social studies. B. Scolnik requested information on this service to help promote it.

Old Business

New Muskegon Township Branch – K. Richards reported that the last of the shelving has been installed. He also noted that the a/c unit has been damaged due to a large piece of ice falling on it from the roof. MADL is looking into installing a structure above the unit to protect it from happening again.

Branch Improvements – None.

Bookmobile – As mentioned earlier in the meeting, K. Richards re-affirmed that the Bookmobile driver position will serve as a back-up for the delivery person and vice versa. The delivery person position now requires a chauffer’s license.

New Business

None.

Public Comment

Taleah 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 are located on Southern Avenue in Muskegon in a church basement. They have given out roughly 200,000 books over the last 6 years. B. Scolnik thanked her for her commitment to the community.

Old Business

Director Evaluation –

Motion by Barnes, Second by Taylor

To meet in closed session pursuant to Section 8(h) of the Open Meetings Act to consider written communications, Director Evaluation, protected by the attorney-client privilege and exempt from disclosure under Section 13(1)(g) of the Freedom of Information Act at 4:52 p.m.

ROLL CALL

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

NAYS: None

Motion Carried

Members taking part in the closed session: Linda Aerts, Tony Barnes, Jennifer Hodges, Jeanette Mansfield, Bob Scolnik, Lynda Taylor and Mark Anderson.

The MADL Board returned to open session at 5:13 p.m.

Motion by Barnes, Second by Mansfield

That the Board approves the recommendation from the Personnel Committee regarding the director's evaluation for a one-time \$10,000.00 performance enhancement to the salary.

ROLL CALL

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

NAYS: None

Motion Carried

Board Comment

T. Barnes suggested that MADL check into the old Family Dollar building on M-120 for expanding and moving the Dalton Branch. The proposed idea was brought to him and he is relaying the information to MADL for research and consideration. He also notified the Board that annual director evaluation process will be completed in December before new board members are appointed. He reiterated that MADL is looking into a salary survey for both union and non-union positions. He briefly mentioned MADL's janitorial responsibilities and then turned it over to K. Richards for further explanation.

K. Richards stated that the Finance Department is researching janitorial costs with regards to municipality reimbursement expenses. Currently, MADL reimburses municipalities for janitorial services used for library operations. MADL is looking into whether or not it would be more cost effective for MADL to hire its own janitorial staff instead. B. Scolnik recommended that MADL reach out to the municipalities before making this change. K. Richards responded that MADL has reached out to one municipality so far and will reach out to the others as the research progresses.

T. Barnes questioned the timeline of the RFP for the salary study. K. Richards is planning to have the posting up within the next 3 weeks or so. The survey will include both union and non-union positions.

Adjournment

Motion by Hodges, Second by Barnes

That the MADL Board meeting adjourns at 5:20 p.m.

Motion Carried

Reviewed and Approved by Kim Arter, Secretary