

MUSKEGON AREA DISTRICT LIBRARY

A meeting of the Muskegon Area District Library Board was held on Monday, October 18, 2021, at 4:00 p.m. at the Muskegon Area District Library, 4845 Airline Road, Muskegon. Staff present: B. Hall, M. Chandler, M. Higginbottom-Johnson, K. Richards, S. Rinsema-Sybenga, N. Schaner, A. Susalla, A. Varela and M. Wittkopp. Also present, M. Anderson, Legal Counsel. Members of the public in attendance: Karla Brown of the Village of Fruitport.

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

ROLL CALL

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

Approval of Agenda

Motion by Hodges, Second by Barnes

That the agenda be approved as presented.

Motion Carried

Board Development
None.

Consent Agenda

Motion by Barnes, Second by Hodges

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

Motion Carried

Vouchers

Motion by Barnes, Second by Mansfield

That the MADL Board approves the vouchers for September 2021.

ROLL CALL

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

NAYS: None

Motion Carried

Committee Reports
None.

Reports/Questions

B. Hall announced that the used Book Sale is being set up and will be ready for this week October 21, 22 and 23.

M. Higginbottom-Johnson explained that the Bookmobile schedule is on the MADL website calendar and those links will be forwarded to the Board. She reported that the Bookmobile had 224 patrons for the month of September which is the equivalent of 19 patrons per stop. Storyville visits were 443 at Norton Shores, 210 at

Montague and 36 at Muskegon Heights. She also commended the Norton Shores staff for their response to a patron who was experiencing symptoms of their mental health condition.

A. Varela announced that the North Muskegon donor acknowledgement will be Tuesday October 26th at 1:00 at the North Muskegon Branch Library which will include refreshments and tours of the newly renovated branch. Shel also reported that a direct mail piece was sent advertising our book sale and Library for the Visually and Physically Disabled (LVPD) Branch.

M. Chandler reported that the Marketing Assistant, Floating Sub and Library Assistant I positions have been filled and second interviews for the Norton Shores Youth Librarian position are being conducted. MADL currently has two open positions: Library Assistant I at Holton and Library Assistant I at Ravenna. The Staff In-Service was held on Monday October 11 where staff loaded a tour bus and toured all branches to observe the branch remodels. She also reported that new timekeeping and payroll software is still being implemented.

M. Wittkopp reported that the MADL at the movie's events were well attended. There were 125 in attendance for the Paw Patrol movie and 150 in attendance for the Shang-Chi and the Legend of the Ten Rings movie. As part of the program, the theater gave out free popcorn and drinks to the patrons attending the MADL movie event.

A. Susalla mentioned that he is working on ordering the collection for the Laketon Township Satellite Branch. He also explained that MADL has applied for a grant for a sprinter van for which will be used as a mini Bookmobile for programming/outreach.

T. Barnes questioned if the Village of Lakewood Club was on the Bookmobile route? M. Higginbottom-Johnson responded that the Bookmobile route is on MADL's calendar and we will look into adding that to the route.

Old Business

Branch Improvements – K. Richards stated that construction on the Holton remodel project hasn't started yet. The Montague Branch will be getting new carpet and paint in the next few weeks as well as new lighting provided by the City of Montague. MADL is currently looking at new furniture to update the Dalton Branch Library.

MADL Laketon Library Satellite Remodel Proposal – K. Richards explained that the project is expected to be complete by the end of the year.

New Business

New Chart of Accounts – B. Hall explained that the State of Michigan Department of Treasury Community Engagement and Finance Division announced sweeping changes to the uniform chart of accounts. All State, County and local governmental agencies, including all types of libraries need to comply to these new mandated financial standards. This will enhance consistency and comparability of audit reports for governmental agencies. This revised MADL Chart of Accounts has been reviewed and approved by Patrick Mutchler, CPA.

Motion by Barnes, Second by Aerts

That the MADL Board adopts the revised MADL Chart of Accounts as required by the Michigan Department of Treasury, Community Engagement and Finance Division, effective January 1, 2022.

ROLL CALL

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

NAYS: None

Motion Carried

MERS Buying Service – MADL would like to go back to prior 2017 when MADL allowed employees to purchase years of service at their expense. MADL is offering no cash incentives or other perks for this allowance.

Motion by Barnes, Second by Hodges

That the MADL Board amend its Defined Benefit Plan Adoption Agreement Addendum to allow for MADL employees to purchase years of service.

ROLL CALL

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

NAYS: None

Motion Carried

Public Comment

Karla Brown of the Village of Fruitport and President of the Fruitport Library Friends Group spoke about the difficulty establishing the Fruitport Branch Library. She hopes that MADL and Fruitport District Library can work in unison so that Fruitport District Library can be successful. Karla is a 60-year resident of Fruitport and she would like to see the library thrive as she herself worked at Fruitport Branch Library for 23 years in addition to 10 years at Norton Shores Branch. The Fruitport District Library Board Meeting is scheduled for Wednesday October 20 at Fruitport Township Hall for those who would like to attend and show support.

Motion by Barnes, Second by Aerts

To meet in closed session pursuant to Section 8(h) of the Open Meetings Act to consider written communications, Director Employment Contract, protected by the attorney-client privilege and exempt from disclosure under Section 13(1)(g) of the Freedom of Information Act at 4:32 p.m.

ROLL CALL

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

NAYS: None

Motion Carried

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

The MADL Board returned to open session at 5:00 p.m.

Board Comment

The Board will hold a work session on Monday October 25th to discuss director search firms.

Adjournment

Motion by Barnes, Second by Scolnik

That the MADL Board meeting adjourns at 5:09 p.m.

Motion Carried

Reviewed and Approved by Kim Arter, Secretary.

MUSKEGON AREA DISTRICT LIBRARY

A work session of the Muskegon Area District Library Board was held on Monday, October 25, 2021, at 4:00 p.m. at the Muskegon Area District Library, 4845 Airline Road, Muskegon. Staff present: B. Hall, M. Chandler, K. Richards and N. Schaner. Also present, M. Anderson, Legal Counsel.

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

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

Director Search Firms

D. Hughes reviewed the two proposals that have already been submitted from John Keister & Associates and Mortimore Consulting. A third proposal from Bradberry Miller Associates will be submitted within the next week or so. Bradberry Miller Associates is the search firm that MADL used for the last director search that led to finding K. Richards. The benefit of using Bradberry is that they are already familiar with MADL's needs and have historical data from the last search. D. Hughes suggested that the library consider throwing a farewell party to celebrate K. Richards' accomplishments, sometime after the 1st of the new year. The farewell committee will include Human Resources, Marketing and the Board.

D. Hughes questioned if the Board would like to choose one of the proposals already submitted or wait to decide until the third one is submitted and opened the discussion to each Board Member:

L. Aerts – Doesn't want to rush the process and would like to wait for the third proposal from Bradberry

K. Arter – Would like to wait for the third proposal since current proposals are four (4) months out anyways

J. Hodges – Would like to wait and do our due diligence

T. Barnes – Concerned with the cost of a search firm

J. Mansfield – Supports outsourcing the director search to a firm and would like to wait for the third proposal

M. Chandler suggested that the firm currently handling MADL's strategic plan process might also be a good search firm option. She will reach out to that firm (Library Strategies).

It was also mentioned Issacson Miller would be worth checking into for a proposal since they recruited K. Richards for the position at the Free Library of Philadelphia.

It was decided that search committee will consist of the full board which already includes the personnel committee. If needed, a special board meeting can be set up before the regular November board meeting to interview search firms and then possibly vote at the November board meeting.

J. Mansfield requested that K. Richards create a short inspirational film for a young audience.

M. Chandler stated that the Board will be completing an exit interview and letter of recommendation in lieu of the director evaluation.

The work session adjourned at 4:48 p.m.

Reviewed and Approved by Kim Arter, Secretary.