

MUSKEGON AREA DISTRICT LIBRARY

A meeting of the Muskegon Area District Library Board was held on Monday, December 17, 2018, at 4:00 p.m. at the Muskegon Area District Library Administration Building, 4845 Airline Road, Muskegon. Staff present: K. Richards, B. Hall, K. Wisniewski, J. Wonders, A. Varela, A. Susalla, J. Anderson, and K. Blackledge. M. Anderson, Legal Counsel was present.

D. Hughes called the meeting to order at 4:08 p.m.

ROLL CALL

Present: Hernandez, Sims, King, Hughes, Scolnik, Muncie, Holter
Excused: None

Approval of Agenda

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Motion by Hernandez, Second by Muncie

That the MADL Board approves the Agenda as amended.

Motion Carried

Public Comment

None

MADL Board Development

None

Consent Agenda

Motion by Holter, Second by Hernandez

That the Consent Agenda Items 6a. through 6c. be approved as presented.

Motion Carried

Vouchers

Motion by Holter, Second by Hernandez

That the Vouchers for November 2018 be approved as presented.

ROLL CALL

Ayes: Scolnik, Hughes, Holter, Muncie, King, Sims, Hernandez

Nays: None

Motion Carried

Committees

Personnel

J. King indicated the Committee met prior to this meeting and the item will be covered under 9f.

D. Hughes said the Finance Committee met on December 10, 2018 to discuss Branch Expenditures and Budget Amendments. The Chair lauded MADL staff for bringing in more revenue and lowering expenditures for the year.

D. Hughes said that the Storyville project is underway and since the project has life, it will now be managed and pushed forward by the MADL staff and the MADL Board can consider it as a great accomplishment.

Reports

K. Richards introduced new MADL staff members: Jamie Anderson, Administrative Assistant, Finance and Karen Blackledge, Early Literacy Coordinator. The MADL Board welcomed the new staff.

Old Business

K. Wisniewski updated the MADL board on the MADL website redesign and the replacement of staff computers.

K. Richards said the Storyville RFP for General Contracting closes on December 21st.

Motion by Holter, Seconded by Sims

That the MADL Board authorizes two of the following: MADL Director, MADL Director of Finance and MADL Board Chair to make the necessary requests for funds from the Storyville Capital Campaign Fund at the community Foundation of Muskegon County to make payments to vendors as needed for the Storyville Project. MADL will pay vendor bills in a timely manner and periodically submit requests to the Foundation for reimbursement back to MADL and this should include all prior payments made by MADL since the inception of the project.

ROLL CALL

Ayes: King, Holter, Scolnik, Hernandez, Hughes, Sims, Muncie

Nays: None

Motion Carried

B. Hall said the parking lot expansion site plan has been approved by Fruitport Township. The project will begin in the spring.

J. King said the Personnel Committee reviewed the Director evaluation process and asked the Board when they would like to start the process and said the plan is to put a procedure in place. The Board indicated they would like the process to begin in September. The Human Resource Manager will start the process next September and begin the work with the board members.

New Business

Motion by Hernandez, Second by Muncie

That the Holidays for 2019 listed below are currently recognized as Legal Holidays by the Muskegon Area District Library for 2019 and all branches will be closed:

New Year's Eve – Monday, December 31, 2018
New Year's Day – Tuesday, January 1, 2019
Martin Luther King Day – Monday, January 21, 2019
Good Friday – Friday, April 19, 2019
Memorial Day – Monday, May 27, 2019
Independence Day – Thursday, July 4, 2019
Labor Day – Monday, September 2, 2019
Veteran's Day – Monday, November 11, 2019
Thanksgiving Day – Thursday, November 28, 2019
Day after Thanksgiving – Friday, November 29, 2019
Christmas Eve – Tuesday, December 24, 2019
Christmas Day – Wednesday, December 25, 2019
New Year's Eve – Tuesday, December 31, 2019
New Year's Day – Wednesday, January 1, 2020

Motion Carried

The Director of Finance presented the Branch Expenditure Reports for approval and payment in 2019. Expenses rose slightly from the previous year.

Motion by Holter, Second by Hernandez

That the MADL Board approves the Branch Expenditure Report for quarterly payments to municipalities with library buildings in 2019.

ROLL CALL

Ayes: Sims, King, Holter, Hernandez, Hughes, Muncie, Scolnik

Nays: None

Motion Carried

D. Hughes explained that MADL adjusts its budget in December of each year to allow for changes in revenues and expenditures. The Director of Finance answered a few financial questions from the Board.

Motion by Hernandez, Second by Holter

That the MADL Board approves the Budget Amendments for 2018 as presented.

ROLL CALL

Ayes: Hughes, Hernandez, King, Sims, Muncie, Holter, Scolnik

Nays: None

Motion Carried

MADL is pleased to announce that the City of Norton Shores has reappointed Doug Hughes to another three-year term on the MADL Board.

Motion by Muncie, Second by Hernandez

That the MADL Board approves the 2019 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 28, 2019 – MADL Administration (4th Monday due to MLK Holiday)

February 18, 2019 – MADL Administration

March 18, 2019 – MADL Administration

April 15, 2019 – MADL Administration

May 20, 2019 – MADL Administration

June 17, 2019 – MADL Administration

July 15, 2019 – MADL Administration

August 19, 2019 – MADL Administration

September 16, 2019 – MADL Administration

October 21, 2019 – MADL Administration

November 18, 2019 – MADL Administration

December 16, 2019 – MADL Administration

Motion Carried

Public Comment

None

Board Comment

B. Scolnik asked questions regarding the square footage at the Norton Shores Library and the capital payment.

D. Muncie said thank you for running the MADL radio spots on the Blue Lake Radio channel.

D. Hughes thanked the MADL Board and staff for a good year at MADL.

Adjournment

Motion by Hernandez, Second by Sims

That the MADL Board meeting adjourns at 4:40 p.m.

Motion Carried

Review and Approved by

John Holter, Secretary