

## MUSKEGON AREA DISTRICT LIBRARY

A meeting of the Muskegon Area District Library Board was held on Monday, July 15, 2019, at 4:00 p.m. at the Muskegon Area District Library Administration Building, 4845 Airline Road, Muskegon. Staff present: J. Anderson, B. Hall, K. Richards, J. Roseberry, A. Susalla, A. Varela, K. Wisniewski, and J. Wonders. M. Anderson, Legal Counsel was present. D. Gundy-Reed was also in attendance.

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

### ROLL CALL

Present: King, Scolnik, Sims, Holter, Muncie, Hughes

Excused: Hernandez

### Approval of Revised Agenda

#### **Motion by Holter, Second by Sims**

**That the MADL Board approves the Revised Agenda as presented.**

**Motion Carried**

### Public Comment

D. Gundy-Reed announced the City of North Muskegon is holding parade on August 8, 2019, in which the Friends of Walker Memorial Library will participate.

### MADL Board Development

None

### Consent Agenda

#### **Motion by Holter, Second by Muncie**

**That the MADL Board approves the Consent Agenda items 6.a. through 6.c.**

**Motion Carried**

D. Hughes highlighted contributions and donations on financial report.

### Vouchers

#### **Motion by Holter, Second by Sims**

**That the Vouchers for June 2019 be approved as presented.**

#### **ROLL CALL**

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

**Nays: None**

**Motion Carried**

### Committee Reports

Personnel Committee meeting minutes were attached.

### Reports

K. Richards stated that MADL is working closely with MAISD (Muskegon Area Intermediate School District) to design an online application for K-12 library card sign-ups. MADL would also like staff to visit middle school registrations to sign up children.

K. Wisniewski reported that network cable installations were completed at Muskegon Heights and Egelston branches, with Dalton and Muskegon Township to follow this week. AWE touch screen children's learning stations have been securely mounted to prevent accidents.

A. Varela noted that Summer Reading program registration is up 600 from last year, with 1 full month remaining. She also discussed Grand Rapids Children Museum passes that each library has available for circulation.

### Old Business

Following the Technology Assessment's conclusion, MADL seeks to create new positions to address current needs. K. Wisniewski described the Emerging Technology Specialist's duties of training patrons/staff, conducting informative classes, instructing on MADL electronic resources, and supporting IT staff in serving branches. K. Richards highlighted that this position would act as the public face for technology and add value to MADL's services.

#### **Motion by Holter, Second by Sims**

**That the position of Bookmobile Operator at the proposed Team Leader salary scale be created to support MADL based on service needs (contingent upon approval of Bookmobile acquisition),**

**That the position of Emerging Technology Specialist at the proposed salary scale be created to support MADL based on service needs and the Technology Assessment,**

**And to create a new part-time 24-hour Library Assistant position based on service needs.**

#### **ROLL CALL**

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

**Nays: None**

**Motion Carried**

K. Richards stated Storyville graphic designs for lettering are updated, and exhibits are being fabricated. D. Hughes discussed opportunity to see a Chicago exhibit and suggested a live computer presentation for board members. Storyville is on schedule for fall opening.

### New Business

K. Richards stated that MADL is seeking a new location for Muskegon Township branch due to schedule and space constrictions.

#### **Motion by Muncie, Second by Holter**

**That the director has the authority to look for a new location for the Muskegon Township branch and to negotiate terms with the guidance of Corporate Counsel. The intent is to have the results and options presented to the Board by September 16, 2019.**

**Motion Carried**

In the North Muskegon library, MADL seeks to increase usable footprint in the building. If approved, an additional \$15,000 would be provided for yearly capital improvements.

**Motion by Sims, Second by Muncie**

**That the director can negotiate with Corporate Counsel to increase the space that MADL uses in the Walker Branch in North Muskegon.**

**Motion Carried**

J. Roseberry presented Bookmobile design options and emphasized MADL's focus on reducing barriers to access. A Bookmobile would address underserved geographical areas and demographics.

**Motion by Holter, Second by Sims**

**That the Director can issue an RFP for a Bookmobile with an intent to have the results presented to the Board by October 21, 2019.**

**Motion Carried**

Prior to Storyville installation at Muskegon Heights, MADL proposes paint and carpet renovations and is awaiting feedback from City Council.

MERS Actuarial Valuation information was provided.

K. Richards discussed utilizing Local Community Stabilization funds for future capital improvements and library redesign.

**Motion by King, Second by Holter**

**That the Local Stabilization Reimbursement funds be used for capital improvements, design, remodel and space planning for all branches.**

**Motion Carried**

**Public Comment**

None

**Board Comment**

K. Sims commended MADL staff on positive reports and increased circulation.

**Adjournment**

There was no motion to adjourn. The MADL Board meeting concluded at 4:58 p.m.