

MUSKEGON AREA DISTRICT LIBRARY

A **virtual** meeting of the Muskegon Area District Library Board was held on Monday, August 17, 2020, at 4:00 p.m. at the Muskegon Area District Library Administration Building, 4845 Airline Road, Muskegon. Staff present: K. Richards, B. Hall, N. Schaner, K. Wisniewski, A. Varela, A. Susalla and M. Higginbottom-Johnson. Also present, M. Anderson, Legal Counsel.

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

ROLL CALL

Present: King, Scolnik, Hodges, Holter, Hughes

Excused: Arter, Sims, Mansfield

Approval of Agenda

Motion by Holter, Second by Hodges

That the Agenda be approved as presented.

Motion Carried

Consent Agenda

Motion by Scolnik, Second by Holter

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

Motion Carried

Vouchers

Motion by Hodges, Second by Holter

That the MADL Board approves the vouchers for July 2020.

ROLL CALL

AYES: King, Hodges, Hughes, Scolnik, Holter

NAYS: None

Motion Carried

Committee Reports

Finance Committee Minutes from 8/11/20 regarding the 2020 Revised/2021 Proposed Budget were submitted. There will be a correction on the Finance Committee Minutes – It was originally interpreted that MADL received a \$9,000 technology grant plus an \$8,000 CARES Act Grant. This information was later corrected as MADL has only received a total of \$8,500 for the CARES Act Grant, of which \$5,000 is for technology and \$3,500 is for PPE supplies.

Reports/Questions

M. Higginbottom-Johnson informed the board that MADL is excited to have received the \$8,500 CARES Act Grant.

A. Varela reported that a floor to ceiling window sign will be installed at the new Muskegon Township branch later this week.

Old Business

VOIP Telephone System – K. Wisniewski reported that the back end programming and contracts are being worked on right now. They are hoping to have the phones installed within the next month. They will start with the Administration Office and then plan to do two (2) locations a day with a few days in between each install to make the transition easier.

New Muskegon Township Branch – K. Richards reported that construction will be starting on the new branch next week. K. Wisniewski was able to show a few photos of the design to the board. D. Hughes suggested that we do a ground breaking ceremony. The plan is to stock the library with high demand materials/items that circulate and move quickly. Patrons will still have access to other books/materials from the MADL system if needed. J. King and B. Scolnik were concerned with privacy issues with the computer layout since there are no dividers. J. Hodges questioned if a drop box will be installed, K. Richards said yes. The Muskegon Township branch will eventually be one of the branches that has Sunday hours when things return to normal. The furniture and shelving units are on wheels for ease of movement to allow space for programs.

Branch Improvements – A. Varela informed the board that the mural project at the Muskegon Heights branch should resume within the next two (2) weeks.

Bookmobile – K. Wisniewski informed the board that the electrical diagrams are being worked on as well as the racking design. K. Richards reported that interviews for the Bookmobile position will be held in the middle of September and the plan is for that person to start at the end of September. The projected completion date of the Bookmobile is mid-December.

New Business

B. Hall reviewed the 2020 Revised/2021 Proposed Budgets. She indicated the following:

The MADL millage rate factor went down by .09967 from 1.249 to 1.2448.

The State grants were cut by half since State Aid is projected to be cut due to the COVID-19 pandemic.

Some line items were increased due to COVID-19 and some were decreased for this reason.

Branch Improvements and Branch Capital have been moved under one fund for better clarity.

MADL is projected to spend \$1.5 of the fund balance this year depending on how quickly remodeling projects move.

2021 proposed to spend about \$500,000 of the fund balance.

The 2020 Revised/2021 Proposed Budget will go to the Board for final approval at the September Board Meeting after review and approval from the Public Hearing.

Public Comment

None.

Adjournment

Motion by Holter, Second by Hodges

That the MADL Board meeting adjourns at 4:35 p.m.

Motion Carried

Reviewed and Approved by John Holter, Secretary