

MUSKEGON AREA DISTRICT LIBRARY

A **virtual** meeting of the Muskegon Area District Library Board was held on Monday, July 20, 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 and Brickley DeLong Auditors, Patrick Mutchler and William Wright.

J. Hodges called the meeting to order at 4:00 p.m. and chaired the meeting until D. Hughes arrived.

ROLL CALL

Present: Hughes*, Hodges, King, Sims, Arter, Mansfield, Holter

Excused: Scholnik

Approval of Agenda

Motion by Arter, Second by Holter

That item 9b be moved to the top of the agenda.

Motion Carried

* D. Hughes arrived and took control of the meeting at 4:12 p.m.

New Business

Audit presentation by Brickley DeLong.

Consent Agenda

Motion by Holter, Second by Hodges

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

Motion Carried

Vouchers

Motion by Holter, Second by Mansfield

That the MADL Board approves the vouchers for June 2020.

ROLL CALL

AYES: Hodges, Sims, King, Arter, Mansfield, Hughes, Holter

NAYS: None

Motion Carried

Committee Reports

No Reports.

Reports/Questions

K. Richards commented on business during the COVID-19 shut-down. He noted that branch operations continued and that staff worked very hard during that time amid the high stress situation. Finance, I.T., and Marketing worked during the shut-down and there was a major shift in programming.

B. Hall introduced new Finance Assistant, Nichole Schaner.

Old Business

MADL adjusted the Patron Policy and Personnel Manual due to COVID-19 requirements.

Motion by Hodges, Second Holter

That the COVID-19 Patron Policy be changed to reflect Patrons aged 5 and up as to coincide with the State mandate.

Motion Carried

VOIP Telephone System – K. Wisniewski reported no updates. He hopes to have an update after his meeting with the vendor on 7/21/20. Currently, we are looking at the end of September before completion.

New Muskegon Township Branch – K. Richards reported on the schematics, which was presented during the meeting, and the completion is on target for October.

Branch Improvements – K. Richards reported that they are assembling a team at Egelston that will help make decisions on the remodel. The North Muskegon and Muskegon Heights branch remodels are on schedule. The remodel at the Norton Shores is complete aside from a few cosmetic items.

Bookmobile – K. Wisniewski presented photos of the vehicle and reported that there is a meeting scheduled for 7/21/20 to discuss the project.

New Business

Motion by Arter, Second by Holter

That the MADL Board approves the MERS Actuarial Year Ending 2019.

Motion by Holter, Second by Hodges

That the MADL Board approves the Audit of Financial Statements for Year Ending 2019 as presented.

Motion Carried

Public Comment

None

Adjournment

Motion by Holter, Second by Hodges

That the MADL Board meeting adjourns at 4:50 p.m.

Motion Carried

Review and Approved by John Holter, Secretary