

## MUSKEGON AREA DISTRICT LIBRARY

An emergency virtual meeting of the Muskegon Area District Library Board was held on Monday, May 4, 2020, at 4:00 p.m.

Staff present: K. Richards, B. Hall, K. Wisniewski, M. Johnson, A. Susalla, A. Varela, J. Wonders, M. Wittkopp and A. Purgiel. M. Anderson, Legal Counsel was also present.

D. Hughes called the meeting to order at 4:03 p.m.

### ROLL CALL

Present: Hodges, Sims, King, Hughes, Scolnik, Arter, Mansfield  
Excused: Holter

### Approval of Agenda

Motion by Arter, Second by Mansfield

That the MADL Board approves the Agenda as presented

Motion Carried

### Public Comment

None

### Consent Agenda

Motion by Scolnik, Second by Hodges

That the MADL Board approves the Consent Agenda items 4.a. through 4.c.

Motion Carried

### Vouchers

Motion by Hodges, second by Sims

That the MADL Board approves the Vouchers for February and March 2020.

### ROLL CALL

Ayes: Scolnik, Hughes, Arter, King, Mansfield, Sims, Hodges

Nays: None

Motion Carried

### Reports

J. King commented on the attendance stats of the Operation Warm program put on in February. B. Scolnik asked what was happening with the Bookmobile and K. Wisniewski reported that the company is still working and have only put a two to three-month delay on the project.

Old Business

K. Richards recapped and the Board discussed the RFPs from Sidock Group, Inc. and Library Design Associates for the Design/Build for the new location for the Muskegon Township Branch Library.

**Motion by Hodges, Second by Mansfield**

**That the MADL Board awards the bid to design and build a new Muskegon Township Branch Library at Apple Avenue, Suite, to Sidock Group, Inc. and that costs are not to exceed \$350,000.00**

**ROLL CALL**

**Ayes: Hughes, Hodges, King, Sims, Arter, Mansfield, Scolnik**

**Nays: None**

**Motion Carried**

Motion by King, Second by Hodges

**That the MADL Board approves that budgeted funds for branch remodels that are not used for a branch can stay in the branch remodel fund for use as needed at other locations and that the Director is authorized to take such action as is necessary to implement this directive.**

**ROLL CALL**

**Ayes: King, Scolnik, Hodges, Hughes, Mansfield, Sims, Arter**

**Nays: None**

**Motion Carried**

Motion by King, Second by Hodges

That the MADL Director is authorized to spend up to \$140,000 for the Muskegon Heights Branch for the branch remodel.

**ROLL CALL**

**Ayes: Mansfield, King, Scolnik, Sims, Hodges, Arter, Hughes**

**Nays: None**

**Motion Carried**

**Motion by Mansfield, Second by Arter**

**That the next MADL Board Meeting be held on June 15, 2020.**

**Motion Carried**

New Business

K. Richards said the North Muskegon Branch Library is becoming one of the busiest branches of MADL. Currently, MADL does not have access to the Community Room. K. Richards has negotiated an

agreement with the City of North Muskegon so that MADL can assume the costs of the square footage of the Community Room and therefore have access to this space. This will greatly ease the burden on the North Muskegon Friends' group.

**Motion by Arter, Second by Mansfield**

**That the MADL Board approves the Intergovernmental Agreement with the City of North Muskegon and that the document is executed by the Chair and Secretary of the Board.**

**Motion Carried**

**Motion by King, Second by Sims**

**That the MADL Board approves of the Branch Expenditures from the City of North Muskegon for the Walker Memorial Library for 2020.**

**ROLL CALL**

**Ayes: King, Scolnik, Hodges, Hughes, Mansfield, Sims, Arter**

**Nays: None**

**Motion Carried**

**Motion by King, Second by Arter**

**That the MADL Board approves Library Design's response to MADL's RFP for BUILDING SPACE UTILIZATION/OPTIMIZATION ANALYSIS, REDESIGN and UPDQATE for the North Muskegon Branch be accepted and, subject to attorney approval, that MADL enter into a contract with Library Design Associates to perform the work described, the cost of which is not to exceed \$125,000 of MADL budgeted funds beyond any other donations, gifts, credits, or remunerations received and designated for this purpose and that the Director is authorized to take such action as is necessary to implement this directive.**

**ROLL CALL**

**Ayes: Hughes, Hodges, King, Sims, Arter, Mansfield, Scolnik**

**Nays: None**

**Motion Carried**

**Motion by King, Second by Mansfield**

**That the MADL Board approves that the Part-Time Finance Assistant position be changed to a Full-Time Finance Assistant Trainee. The position will be an exempt employee under contract.**

**ROLL CALL**

**Ayes: Hodges, Sims, King, Hughes, Scolnik, Arter, Mansfield**

**Nays: None**

**Motion Carried**

**Motion by Hodges, Second by Sims**

That the MADL Board approves that the district-wide Early Literacy Coordinator position rate of pay be placed at Lead Librarian II.

**ROLL CALL**

**Ayes: Scolnik, Hughes, Arter, King, Mansfield, Sims, Hodges**

**Nays: None**

**Motion Carried**

**Motion by Scolnik, Second by Mansfield**

**That the MADL Board approves that the Director can make broad decisions to protect the public and staff during the COVID-19 emergency. Decisions will be made with approval of MADL Board Chair.**

**After discussion, this motion was withdrawn by Scolnik**

**Motion by King, Second by Mansfield**

**That the MADL Board agrees that while libraries are subject to the Governor's executive order relating to the Covid-19 emergency. The Director can make broad decisions to protect the public and staff with decisions being made with approval of the Board Chair.**

RFPs have gone out for VOIP Telephone Service. Information will be brought to the next board meeting.

B. Hall gave a brief overview of the OPEB Actuarial report to the Board.

**Motion by King, Second by Scolnik**

**That the MADL Board receives and places on file the OPEB Actuarial report prepared by Watkins Ross.**

**Motion Carried**

**Motion by Scolnik, Second by Arter**

**That the MADL Board secures Brickley DeLong to perform the 2019 Year-End audit.**

**Motion Carried**

**Public Comment**

None

**Board Comment**

B. Scolnik asked if this meeting was being recorded and if the public was invited. K. Wisniewski answered yes to both questions.

K. Arter asked how MADL informed the public of this meeting. K. Richards indicated that notice was posted on our building as well as information on how to join the meeting was put on the website. K. Arter suggested letting Friends of the Library groups know as well.

B. Scolnik asked if MADL was doing story times online. K. Richards said all our staff are being very creative and coming up with new ideas for online programming. He said they are letting the staff flourish and be innovative as MADL strives to provide continued programs to the public in all ways possible.

J. King congratulated K. Richards on being elected President of the Michigan Library Association.

J. King, and J. Mansfield thanked K. Wisniewski for his technological help and guidance with setting up and helping connect to the Board meeting.

K. Sims thanked the Director and staff of MADL and feels that the information is really getting out on social media and Facebook, etc. and said everyone is doing a great job.

J. Hodges thanked the board for voting to move forward with the Muskegon Township Library.

### **Adjourn**

**Motion by Hodges, Second by Scolnik**

**That the MADL Board Meeting adjourn at 5:15 p.m.**

**Motion Carried**

Reviewed and Approved by

Jeff King