

## MUSKEGON AREA DISTRICT LIBRARY

A **virtual** meeting of the Muskegon Area District Library Board was held on Monday, October 19, 2020, at 4:00 p.m. at the Muskegon Area District Library Administration Building, 4845 Airline Road, Muskegon. Staff present: B. Hall, M. Higginbottom-Johnson, K. Richards, N. Schaner, A. Susalla, A. Varela, K. Wisniewski and J. Wonders. Also present, M. Anderson, Legal Counsel.

D. Hughes called the meeting to order at 4:02 p.m.

### ROLL CALL

Present: Hodges, Scolnik, Arter, King, Mansfield, Hughes, \*Sims

Excused: Holter

### Approval of Agenda

**Motion by Mansfield, Second by Arter**

**That the Agenda be approved as presented.**

**Motion Carried**

### Consent Agenda

**Motion by King, Second by Hodges**

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

**Motion Carried**

### Vouchers

**Motion by King, Second by Mansfield**

**That the MADL Board approves the vouchers for September 2020.**

### **ROLL CALL**

**AYES: Hodges, Hughes, Scolnik, Arter, Mansfield, King**

**NAYS: None**

**Motion Carried**

\*K. Sims joined the meeting at 4:11 p.m.

### Committee Reports

Finance Committee Minutes from October 14, 2020 and Personnel Committee Minutes from October 16, 2020 were reviewed by the Board.

### Reports/Questions

A. Varela reported that there was a soft opening for Storyville on October 5. The grand opening is scheduled on Wednesday November 18. She also reported that new road signage is being installed for the new township branch. J. King and J. Mansfield were really impressed with the MADL newsletter and all of the work that was put into it by the Marketing Department.

### Old Business

VOIP Telephone System – K. Wisniewski reported that the new phone system is up and running for all branches except Norton Shores. There have been no major problems thus far. The main challenge left is simply training staff on how the new phones work.

New Muskegon Township Branch – K. Richards reported that construction is still on schedule and on target to open in late November. There are no other major details to report on this project.

Branch Improvements – K. Richards informed the Board that the project at the North Muskegon Branch started today, October 19. It's scheduled to be a two (2) week project. When North Muskegon is complete, they will then start the project at the Muskegon Heights Branch. The RFP is currently out for the Egelston branch remodel and there has been one (1) walk-through with a bidder. The pit in the children's area will be filled in order to reduce the hazard of children falling and jumping off the stairs.

Bookmobile – A. Varela reported that we are looking at designs from local artists and the back panel will be used to advertise our sponsors. J. Wonders informed the Board the Bookmobile driver position requires a chauffeur's license. The position is full-time and does not require a library degree, but rather an energetic individual.

Pandemic Preparedness Plan – M. Anderson informed the Board that though the Governor's executive orders have been deemed invalid, there are still MIOSHA and Health Department regulations and orders that now have to be followed. MADL's Pandemic Preparedness Plan is compliant with MIOSHA and the Health Department. No changes need to be made to our existing plan. With the new requirements in place, MADL will be able to increase capacity from 25% to 50%. The Director said he is more comfortable with reviewing the stats and making the decision to increase capacity over time. The Board gave authority to monitor and address this situation as needed.

### New Business

MERS Plan Documents – B. Hall informed the Board that MERS has requested that we fill out documentation on the requirements of MADL's two defined benefit plans for recording purposes. The documentation spells out the specifics which will provide more clarification for reporting purposes. One change was made for service hours of part-time employees working 130 hours per month; those meeting that criteria would need to be reported to MERS.

### **Motion by Arter, Second by Mansfield**

**That the MADL Board approve the MERS Plan Documents for Defined Benefit Plan 61170170 and 61170107 as presented.**

### **ROLL CALL**

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

**NAYS: None**

### **Motion Carried**

RFP's for Multifunctional Printers – K. Wisniewski reported that we received four (4) bids for twelve (12) multifunctional printers. The Finance Committee reviewed all of the RFPs and passed a motion to accept Office Machine's quote, prior to the board meeting. It is the recommendation of the Finance Committee that the bid from Office Machines Company be accepted. They are a local company that has provided great service over the last five (5) years. Their current bid is \$20,000 lower than the current lease. The cost per copy has also gone down. The current rate for black and white copies is \$.011, the new rate would be \$.005. The current rate for color copies is \$.06, the new rate would be \$.04.

**Motion by Arter, Second by Hodges**

**That Office Machines Company Inc.'s response to MADL's RFP for new Multifunctional Digital Printers/Copiers and Maintenance Agreement be accepted and, subject to attorney approval, that MADL enter into contract with Office Machine Company Inc. and Leasing Company. The cost of the 60-month lease is \$978.90/month and cost per copy is \$0.042 for color and \$0.0053 for black and white.**

**ROLL CALL**

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

**NAYS: None**

**Motion Carried**

**Public Comment**

None.

**Board Comment**

J. King inquired about microfiching of historical documents from MADL. At one point in time MADL was going to partner with other county organizations to gather all county historical documents for archiving. The plan fell through and the project never came to fruition. B. Scolnik is also in agreement that archiving historical documents would be a good thing for the community.

K. Sims reported that she has reached out to the City of Roosevelt Park regarding their board appointment for Region 3. She let them know that she is willing to serve on the MADL board for another term if they can't find someone to serve. They would like to wait until after the November election before making that decision.

**Adjournment**

**Motion by Scolnik, Second by king**

**That the MADL Board meeting adjourns at 4:56 p.m.**

**Motion Carried**

**Reviewed and Approved by Jeff King**