

## MUSKEGON AREA DISTRICT LIBRARY

A **virtual** meeting of the Muskegon Area District Library Board was held on Monday, April 19, 2021, 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, Hughes, Aerts, Barnes, Arter, Scolnik, Mansfield

Excused: Taylor

### Approval of Agenda

#### **Motion by Hodges, Second by Aerts**

**That new business be amended to include action under item 9 a. Salary Study and item 9 g. Holton Branch Remodel be added as info/action.**

**Motion Carried**

### Board Development

M. Anderson described MADL's process for handling patron objections to the collection of materials. This is a six-step process beginning with patrons completing a questionnaire detailing the objectionable material, MADL then responds with a receipt of acknowledgement, the objection is reviewed by the Library Director and selected staff for a decision to retain or remove the item. If the patron is not satisfied with the outcome, they can appeal and then a review committee is formed consisting of a board member, Library Director, the Librarian that selected the item, and a member of the community. The committee submits a report to the Board, a hearing is held where the patron is given an opportunity to speak, and then the Board will vote to remove or retain the item. That decision is final and won't be reconsidered again until after five years.

### Consent Agenda

#### **Motion by Barnes, Second by Mansfield**

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

**Motion Carried**

### Vouchers

#### **Motion by Barnes, Second by Hodges**

**That the MADL Board approves the vouchers for March 2021.**

### ROLL CALL

**AYES: Hodges, Hughes, Aerts, Barnes, Arter, Scolnik, Mansfield**

**NAYS: None**

**Motion Carried**

J. Mansfield questioned if the Bergman Lock & Security key purchases were for new locks at the branches. M. Johnson responded that the keys were extra branch keys for staff members and that new locks have not been installed.

T. Barnes asked if the payment to ZooBean Inc. for BeanStack is an annual expense. K. Wisniewski replied that it will be an annual expense and he described that it's new software that will be used for our Summer Reading Program.

#### Committee Reports

Finance Committee Minutes from April 14, 2021 and Personnel Committee Minutes from April 15, 2021 were reviewed by the Board.

#### **Motion by Arter, Second by Hodges**

**That the MADL Board receives and places on file the Finance Committee Minutes from April 14, 2021 and Personnel Committee Minutes from April 15, 2021.**

#### **Motion Carried**

#### Reports/Questions

K. Richards reported that staff members that wanted the COVID vaccine have received their second dose on March 26 and are now fully vaccinated.

B. Hall informed the Board the audit started today and that the auditors may contact one of them.

M. Johnson mentioned that MADL's Emergency Plan has been updated. The last update was in 2015. She thanked MADL's legal counsel, M. Anderson, for assistance with that project. D. Hughes requested that a copy of the updated plan be sent to the Board. M. Johnson explained that the plan identifies emergency exits, fire extinguishers, floor plans and water/gas shut offs for each branch.

A. Varela reported that the outdoor building sign has been installed at the Township Branch. The sign is illuminated at night. She also commented that summer programs will only be held virtually again this year.

#### Old Business

Branch Improvements – T. Barnes asked if MADL has checked into the old Family Dollar building on M-120 for Dalton Branch. K. Richards responded that MADL will be looking into it soon.

Bookmobile – K. Wisniewski let the Board know that he and the Bookmobile driver are scheduled to visit the North Carolina facility on Tuesday April 27 to inspect the Bookmobile. There will be a 2-3 week timeline for delivery after that. The hope is that MADL's Bookmobile will be up and running sometime in June.

MADL Laketon Library Satellite – K. Richards reported that an agreement has been drafted between MADL and Reeths Puffer Schools. Reeths Puffer Schools was satisfied with the agreement as-is and will be sending it to their Board this month for approval. Once approved, the project will move quickly to ensure pricing during these pandemic times. Prices for building materials and supplies are higher than usual and MADL will only have 72 hours to make the decision to purchase at current pricing.

D. Hughes requested that MADL prepare a list of accomplishments that have happened since the last millage.

#### New Business

Salary Survey – MADL needs a salary survey to review job descriptions against Department of Labor competencies to ensure accurate comparisons of work. We have not had an official study of job description or rates of pay for decades. We need to determine how our salaries reflect the current market we are in for talent. This will help us plan for the kind of talent that a large county wide library system like MADL needs to

compete in the market place.

J. Wonders explained that there were three proposals received for the salary survey. The first two were close in cost; Brian Mortimore, Director of Human Resources at Kent District Library, and a company out of New Jersey. The third, a company out of Zeeland, was the more expensive option.

T. Barnes reiterated that three proposals were reviewed by the Personnel Committee. The recommendation from the Personnel Committee is to award the RFP to Mortimore Consulting as they are a local company, are lowest bid at \$8,300 and they were the only proposal that included a letter of recommendation.

**Motion by Barnes, Second by Arter**

**That the MADL Board approves entering in to contract with Mortimore Consulting LLC for a salary survey in the amount of \$8,300 after review by corporate attorney.**

**ROLL CALL**

**AYES: Hodges, Hughes, Aerts, Barnes, Arter, Scolnik, Mansfield**

**NAYS: None**

**Motion Carried**

Janitorial Services – K. Richards described that MADL is researching how to cut janitorial costs as these costs are reimbursed to the municipalities where there is a branch library. After initial research, it looks like hiring a part-time employee will be the most cost-effective option verses contracting those services out. Letters have been sent to municipalities to get feedback on MADL taking over janitorial services at the libraries. So far, it's been well received as the goal is to cut costs for the tax payers. By MADL managing janitorial services, the costs will be reduced for everyone. Every community is a little different and MADL wants to work with everyone for the best outcome. When the investigation is complete, a recommendation will be brought to the Board for approval.

Montague Carpet – As MADL moves forward with their strategic planning in providing upgrades to all MADL branches, the carpet at the Montague Branch location is in bad condition and is on our list for upgrades. MADL is consistently and fairly renovating each branch location to best serve the community. This carpet remodel has spurred Montague to replace the lighting in the branch and to make the foyer into a seating area for patrons. MADL is trying to do things consistently and fairly in these renovations and suggests that in order to coordinate the carpet installation that MADL pay for this expense. MADL has begun with renovations on three or more branches and will continue on until we have updated/remodeled each facility. The carpet cost will be taken from what MADL would spend when its Montague's turn for remodel.

K. Richards explained that the City of Montague will be upgrading the lighting in the library as well as new carpet in the foyer. The proposal from Library Design includes moving the books and shelving. MADL will pay for the carpet in the library and foyer up front and the City of Montague will reimburse MADL \$4,828 for the carpet in the foyer. MADL will work on a written agreement for this reimbursement.

**Motion by Barnes, Second by Aerts**

**That the MADL Board approves the purchase of carpet for the Montague Branch Library proposal submitted by Library Design in the amount of \$31,568.00, of which \$4,828.00 will be reimbursed by the City of Montague.**

**ROLL CALL**

**AYES: Hodges, Hughes, Aerts, Barnes, Arter, Scolnik, Mansfield**

**NAYS: None**

**Motion Carried**

Egelston Township Remodel – The Egelston project is the first project impacted by cost increases of the pandemic. The project has increased in price by 21%. Lumber prices have skyrocketed more than 180% since last spring, and this price spike has caused the price of an average new single-family home to increase by \$24,386 since April 17, 2020, according to NAHB standard estimates. Any material that was affected by the shutdown, where manufacturing of that material was halted, has been in short supply.

K. Richards explained that from the time we put the bid out until now, costs have gone up and the trend is that they will keep going up. Even with the increase, the bid is still lower than the North Muskegon project which is a smaller space than our Egelston Branch. This cost also includes upgrading the front desks.

**Motion by Hodges, Second by Barnes**

**That the MADL Board approves/amends an increase to \$175,000 with Library Design Associates for the Egelston Redesign project with the review of our corporate attorney.**

**ROLL CALL**

**AYES: Hodges, Hughes, Aerts, Barnes, Arter, Scolnik, Mansfield**

**NAYS: None**

**Motion Carried**

E-Rate Consultant – MADL will be at the end of a 1-year agreement with Elitefund ending June 30th for E-Rate consulting services. This agreement currently costs MADL \$6,000 plus 2% of any Category 2 E-Rate funding requested. This results in a normal yearly expense of \$7,000 - \$8,000. MADL interviewed 4 different E-Rate consulting firms and received quotes from all of them. These quotes had some variances in services provided, software used, and payment types. E-Rate Central is based out of North Carolina and has been doing E-Rate since the conception of the program. The cost of the 1-year contract is a flat fee of \$8,000 and includes Category 1 and 2 services. Category 1 is the dedicated fiber internet connection to each branch. Category 2 is all of the internal connections inside the buildings to provide the internet access to patrons. This includes cabling, firewalls, switches, access points, and racks.

K. Wisniewski explained that E-Rate is a program to get discounts on networking hardware and cabling. An E-Rate consultant helps with the process as the rules and regulations change from year to year. If we were to take this on ourselves, it would be a full-time job. The consultant is the expert helping to file for the benefits. MADL is outgrowing our current consultant, Elitefund, as we are moving faster than they can move and MADL is doing more complicated things than they are used to dealing with. Recently, they directed us on funding for our Bookmobile and we later found out that we couldn't do what they directed us to do.

D. Hughes stated that the Finance Committee has reviewed the E-Rate Consultants and recommends the contract with E-Rate Central.

L. Aerts commended K. Wisniewski on the excellent information that was provided for these services as this is a complicated process. J. Mansfield also appreciates the detailed work.

**Motion by Barnes, Second by Mansfield**

**That the MADL Board accepts E-Rate Central's proposal for E-Rate consulting services subject to attorney approval.**

**ROLL CALL**

**AYES: Hodges, Hughes, Aerts, Barnes, Arter, Scolnik, Mansfield**

**NAYS: None**

**Motion Carried**

MERS OPEB Actuarial – B. Hall explained that this is a yearly report to make sure we are in compliance with GASB 74 and 75. The report shows that our OPEB is well funded.

**Motion by Hodges, Second by Barnes**

**That the MADL Board accepts the MERS OPEB Actuarial Report.**

**ROLL CALL**

**AYES: Hodges, Hughes, Aerts, Barnes, Arter, Scolnik, Mansfield**

**NAYS: None**

**Motion Carried**

Holton Branch Remodel – The Holton project is a project long in the making. The community donated about \$10,000 to the project over 5 years ago. The branch is a central place for the community in Holton. The elected leadership in the community fully supports working with MADL on the improvements to the location. Furniture will be replaced, carpeting and the wall behind the circulation desk will be removed to add more square footage to the library.

K. Richards explained that we received one bid from Library Design Associates. The local contractor that also wanted to bid, ultimately decided not to because of the scope of work grew and was a little more detailed with what the library needed. MADL needs a contractor that can design, choose options, furniture, carpeting and be the project managers. Library Design Associates specializes in libraries and is able to help with all of those aspects. Library Design Associate's bid for \$83,000 includes removing the wall behind the circulation desk, carpet, furniture and design. K. Arter was concerned with costs going up again and K. Richards confirmed that if we enter in a contract now, the costs are locked at current rates. The Finance Committee has reviewed the bid and recommends approving the bid with Library Design Associates.

**Motion by Mansfield, Second by Scolnik**

**That the MADL Board approves entering into contract with Library Design Associates for the Holton Redesign project for \$83,000 with the review of our corporate attorney.**

**ROLL CALL**

**AYES: Hodges, Hughes, Aerts, Barnes, Arter, Scolnik, Mansfield**

**NAYS: None**

**Motion Carried**

**Public Comment**

None.

**Board Comment**

L. Aerts gave a shout out to Julie at the Holton Branch Library for helping print materials that the Township is unable to print. She mentioned that the library is not just a place for books, but it's truly a community resource especially for those communities without broadband internet.

K. Arter commented that North Muskegon Librarian, H. Pelkey, attended Laketon Township Board Meeting and shows excitement for the Laketon Library Satellite. She is thankful that H. Pelkey is keeping them informed on the project.

T. Barnes mentioned that National Bookmobile Day was last week and that he shared MADL Bookmobile posts on social media. The community responded with much excitement.

Adjournment

**Motion by Hodges, Second by Barnes**

**That the MADL Board meeting adjourns at 5:06 p.m.**

**Motion Carried**

Reviewed and Approved by Kim Arter, Secretary.