

## MUSKEGON AREA DISTRICT LIBRARY

A **virtual** meeting of the Muskegon Area District Library Board was held on Monday, June 21, 2021, at 4:00 p.m. at the Muskegon Area District Library Administration Building, 4845 Airline Road, Muskegon. Staff present: B. Hall, M. Chandler, M. Higginbottom-Johnson, K. Richards, N. Schaner, A. Susalla, A. Varela, K. Wisniewski and M. Wittkopp. Also present, M. Anderson, Legal Counsel and Brickley DeLong Auditor, Patrick Mutchler.

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

### ROLL CALL

Present: Barnes, Hodges, Aerts, Scolnik, Hughes, Arter, Mansfield, Taylor

Excused: None

### Approval of Agenda

**Motion by Hodges, Second by Barnes**

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

**Motion Carried**

### New Business

Audit presentation by Brickley DeLong – P. Mutchler explained that their audit opinion is MADL's financial statements are materially correct and they are happy with the financial statements. He stated that's about the best opinion that you can get on an audit. He highlighted how well the pension is funded.

\*K. Arter left the meeting at 4:20 p.m.

### Board Development

M. Anderson explained the new Michigan Department of Health and Human Services (MDHHS) Order of June 17, 2021 is a continuation of the order issued last month which created an exemption for those who are fully vaccinated. The Order of June 17, effective June 22, rescinds all gathering and face mask restrictions; the reduced capacity limits, restrictions on indoor/outdoor gatherings and face masks will no longer be required. However, there are remaining regulations in place under the Michigan Occupational Safety and Health Administration (MIOSHA) and those orders have not been modified. MADL is still required to operate under the preparedness and response plan including mask wearing for those who are unvaccinated, record keeping protocols and social distancing. There have been no changes under the Open Meetings Act because Muskegon County is still under an emergency order, which means virtual meetings are still acceptable. If the emergency order is lifted, MADL will need to adjust board meetings accordingly.

### Consent Agenda

**Motion by Barnes, Second by Scolnik**

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

**Motion Carried**

### Vouchers

**Motion by Hodges, Second by Taylor**

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

**ROLL CALL**

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

**NAYS: None**

**Motion Carried**

**Committee Reports**

Personnel Committee – Personnel Committee Minutes from May 27, 2021 were reviewed by the Board. T. Barnes stated that Committee reviewed some changes to MIOSHA and adjusted branch hours in order to expand MADL services.

**Reports/Questions**

K. Richards stated that his presidency of Michigan Library Association (MLA) has started. D. Hughes was excited to hear that because MLA is a great organization to be a part of and MADL will have representation there.

M. Johnson reported that MADL will be open for 437 hours a month with the adjustment to branch hours. This does not include the projected Bookmobile hours; the 437 hours will increase when the Bookmobile is in service.

K. Wisniewski informed the Board that the outdoor WiFi access points have been installed at all branches except Egelson, Holton and Ravenna. D. Hughes questioned what Deepfreeze, Beanstack and Knowbe4 Training are used for. K. Wisniewski explained that Deepfreeze is software installed on patron computers that removes any saved data from a computer upon restart; Beanstack is a program for Summer Reading which allows patrons to keep track of the books they read, participate in challenges and earn prizes; and Knowbe4 is training that allows staff to learn and recognize scams/phishing attempts on computers.

A. Varela announced the grand opening of MADL Storyvilles on Wednesday July 7<sup>th</sup> as well as grand open-houses at all other branches on that same day to showcase MADL's recent remodels. She also mentioned that Summer Reading participation is off to a great start.

M. Wittkopp reported that Summer Reading participation is up significantly from last year. For comparison, 2020 stats were: 188 kids, 53 teens and 181 adults for a total of 422. The stats for 2021 are currently: 646 kids, 145 teens and 523 adults for a total of 1,314. There are lots of big prizes, many of which were donated by local businesses.

**Old Business**

Branch Improvements – K. Richards stated that he has met with Holton Township officials and attended a township board meeting regarding the Holton Branch remodel project. After meeting with Holton Township officials, the usable space available to MADL has increased. There has also been a \$6,600 increase in project cost due to mobile shelving units and new flooring down the hallway to the bathrooms.

Bookmobile – K. Richards reported that MADL still has not received the Bookmobile. There was a setback due to the need for springs with the sub-contractor. The Bookmobile is not wrapped yet as it will be wrapped by a local company when the Bookmobile is delivered. The projected delivery timeframe is now the second week of July.

MADL Laketon Library Satellite – K. Richards explained that the results from the RFP are being reviewed and we hope to choose a vendor for the installation soon.

Salary Survey – K. Richards informed the Board that the salary survey has been completed. Brian Mortimore will make a presentation at the July board meeting.

**New Business**

Acceptance of Audit of Financial Statements for Year Ending 2020 –

**Motion by Hodges, Second by Aerts**

**That the MADL Board accepts the Audit of Financial Statements for Year Ending 2020.**

**Motion Carried**

MERS Actuarial Year Ending 2020 – B. Hall reiterated that the MERS Actuarial Year Ending 2020 report is an annual report which includes two pension plans. The funding level for 2020 was at 87%. The current funding level for 2021 is 89%.

**Motion by Barnes, Second by Taylor**

**That the MADL Board accepts the MERS Actuarial Year Ending 2020.**

**Motion Carried**

New Branch Hours – M. Johnson reported that Sunday hours will be added to the Muskegon Township Branch and Norton Shores Branch will resume Sunday hours as well from Labor Day to Memorial Day.

Holton Township Agreement –

**Motion by Barnes, Second by Aerts**

**That the MADL Board approves the new Intergovernmental Agreement between Muskegon Area District Library and Holton Township.**

**ROLL CALL**

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

**NAYS: None**

**Motion Carried**

K. Richards explained that the project cost for the Holton Branch remodel has increased by \$6,600 due to mobile shelving units and new flooring down the hallway to the bathrooms.

**Motion by Scolnik, Second by Barnes**

**That the Board approves a budget increase for the Holton Branch Library remodel project not to exceed an additional \$10,000.00.**

**ROLL CALL**

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

**NAYS: None**

**Motion Carried**

Introduction of New Human Resources Manager, Mariel Chandler – Ms. Chandler introduced herself and gave a brief overview of her previous human resource experience which includes Parkland Enterprises, Goodwill of West Michigan and other contractual services.

**Public Comment**

None.

**Board Comment**

B. Scolnik mentioned that Muskegon County will be meeting in person tomorrow (June 22<sup>nd</sup>) and the County Emergency Order will likely end sooner than expected.

Adjournment

**Motion by Barnes, Second by Hodges**

**That the MADL Board meeting adjourns at 5:05 p.m.**

**Motion Carried**

Reviewed and Approved by Kim Arter, Secretary.