

MUSKEGON AREA DISTRICT LIBRARY

A special meeting of the Muskegon Area District Library Board was held on Monday, July 26, 2021, at 4:00 p.m. at the Muskegon Area District Library – Library for the Visually and Physically Disabled (LVPD), 4845 Airline Road, Muskegon. Staff present: B. Hall, M. Chandler, K. Richards, N. Schaner and K. Wisniewski. Also present, M. Anderson, Legal Counsel.

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

ROLL CALL

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

Excused: Arter

Special Topics

Position Control – MADL currently operates 11 library locations and several of those branches share their Lead Librarians. On many occasions, branches may only be staffed with one person. It is important to ensure that all branches have enough coverage to increase patron related programming, properly attend to Storyville needs, increase personnel training opportunities and for safety reasons. Hiring additional personnel will increase our budget expenditures; to combat this, we are recommending the termination of one of our positions that is becoming obsolete due to minimum wage increases and being a non-union position.

Additional Positions Proposals – M. Chandler reviewed the recommended changes to the LAI and Library Page positions and the addition of a Facilities Custodian, Programs Manager and Marketing Assistant as previously discussed at previous Board and Committee meetings. As MADL increases its hours and expands services, there is a need to base a Library Assistant I at each of the following branches: LVPD, Muskegon Heights, Dalton, Egelston, Holton, North Muskegon, Ravenna and Norton Shores. This will allow for coverage in cases of leaves of absence, vacation, and general life events, without disrupting regular library operations.

Sunset Positions/Additional Library Assistant I's – Library Page positions are non-union and therefore cannot complete union related work activities, such as serve patrons, check in/out books and assist with general library services. MADL is recommending the Library Page position be terminated and additional Library Assistant I positions be added instead. Current Library Page employees will have the opportunity to apply for the LAI positions or find outside employment with the help of MADL if needed. This proposal will offer better support services for branches as Library Assistant I's are permitted to assist with union related work activities. This scenario would also offer flexibility as Library Assistant I's can work at different locations if necessary.

Motion by Barnes, Second by Taylor

That the MADL Board approves the new positions of Program Manager, Marketing Assistant, Facilities Personnel and the addition of seven (7) part-time union Library Assistant I positions, effective August 1, 2021, and the Library Page classification to be terminated, effective December 31, 2021.

ROLL CALL

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

NAYS: None

Motion Carried

IT Contractual Services – K. Wisniewski expressed his concern for MADL’s need for IT support regarding emergency security responses as well as ongoing IT/Network Engineering and project level support. The goal is to have recommendations ready for the August 2021 Board meeting so the Board can review the information and take action if needed. The heightened concern arose from the zero-day attack on the Microsoft server, in which case, Microsoft didn’t offer any immediate patches or fixes, leaving our system vulnerable to hacking attacks. Currently, MADL’s server is backed up on-site only. Research is being conducted to figure out how to utilize Cloud back up in addition to off-site back up options. Should our system fall victim to attack, a hacker could encrypt our data and we wouldn’t have any way to restore the data. Off-site back up is imperative for restoration should we experience potential security breaches.

IT Contractual Services – K. Wisniewski expressed his concern for MADL’s need for IT support regarding emergency security responses as well as ongoing IT/Network Engineering and project level support. MADL is looking for a company that it can call for emergency responses in case of breach as well as monthly ongoing engineering level support for 8-10 hours a month to assist with projects, network changes, and best practices. The goal is to have recommendations ready for the August 2021 Board meeting so the Board can review the information and take action if needed. The heightened concern arose from an increase in zero-day attacks on Microsoft Exchange Servers across the world. Research is being conducted to figure out the best way to utilize other forms of backup including Cloud back up in addition to off-site back up options. Should our system fall victim to attack, we should have multiple ways to restore data.

Motion by Barnes, Second by Hodges

That the MADL Board postpones agenda item 3 d. IT Contractual Services, until the Regular Board Meeting on Monday August 16, 2021 at 4:00 P.M.

Motion Carried

Adjournment

Motion by Hodges, Second by Taylor

That the MADL Board meeting adjourns at 4:35 p.m.

Motion Carried

Reviewed and Approved by Jennifer Hodges, Treasurer.