

MUSKEGON AREA DISTRICT LIBRARY

A meeting of the Muskegon Area District Library Board was held on Monday, September 20, 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, J. Escareno, M. Higginbottom-Johnson, T. Rhodes, K. Richards, S. Rinsema-Sybenga, N. Schaner, A. Susalla, A. Varela and M. Wittkopp. Also present, M. Anderson, Legal Counsel.

B. Scolnik called the meeting to order at 4:00 p.m.

Brief segue for Board Members to tour the new Bookmobile; meeting resumed at 4:10 p.m.

ROLL CALL

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

Excused: Hughes, Taylor

Approval of Agenda

Motion by Hodges, Second by Barnes

That the agenda be approved as presented.

Motion Carried

Board Development

None.

Consent Agenda

Motion by Aerts, Second by Barnes

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

Motion Carried

Vouchers

Motion by Barnes, Second by Mansfield

That the MADL Board approves the vouchers for August 2021.

ROLL CALL

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

NAYS: None

Motion Carried

Committee Reports

Finance Committee – Minutes from September 9, 2021, were reviewed by the Board.

Personnel Committee – There was no meeting this month.

Reports/Questions

K. Richards stated that the focus is on COVID-19, remodels and the Bookmobile. B. Scolnik questioned if there would be monthly Bookmobile reports moving forward. A. Susalla replied that the Bookmobile had 250 checkouts for September and 105 checkouts for August. B. Scolnik requested a copy of the Bookmobile route. M. Higginbottom-Johnson responded by describing the request process. K. Richards explained that the schedule is being rebuilt. The manufacturing delays caused businesses/organizations to make other plans and MADL is hoping to get back on their schedules. Current regular stops include Blue Lake Township, Cedar Creek Township, Moorland Township, Timberline Estates and Boys and Girls Clubs around the county.

B. Hall announced that a used Book Sale will take place on October 21, 22 and 23 and will include DVD's, computers, office equipment and furniture.

M. Higginbottom-Johnson explained that MADL and Kent District Library took part in Wimee's Challenge, where each library got to pick a student patron to represent their library. MADL's student won the challenge. Wimee's Words is an interactive live kids' show that encourages imagination, vocabulary building, and storytelling through puppetry, music, and wordplay. She also shared a heartfelt message that an LVPD patron's last wish before passing away was that the Librarian's at LVPD would be sent flowers. Their family sent LVPD flowers honoring that wish.

A. Varela reported that the fall 2021 newsletters are have been printed and distributed already.

A. Susalla mentioned that he is working on ordering the collection for the Laketon Township Satellite Branch.

S. Mahoney commented about the successful Bookmobile outreach event at Casnovia Township's Senior Dinner.

M. Chandler introduced the new Programs Manager, Sarah Rinsema-Sybenga, and Early Literacy Coordinator, Jena Escareno. She is working on new timekeeping software as well as new payroll software. The Board is invited to attend the October Staff In-Service on Monday October 11. Breakfast and lunch will be provided and masks will be required.

M. Wittkopp reported that Summer Reading was well received this year and it was a big deal that patrons were able to enter for the grand prize drawing of their choosing. She also showed the Board the materials purchased with the LSTA Grant for Family Place Libraries. K. Richards explained that the \$150,000 LSTA grant was used to create Family Place Libraries across Muskegon libraries and that the program is nationally recognized. There will be on-going training for the Family Place Libraries for Lead Librarian, Philip Croft, and Early Literacy Coordinator, Jena Escareno.

Old Business

Branch Improvements – K. Richards stated that the Egelston remodel project is almost complete with the exception of a couple minor issues to be addressed.

MADL Laketon Library Satellite Remodel Proposal – The Laketon Satellite location has been a vision of MADL, Laketon Township and Reeths-Puffer Schools for some time now. An intergovernmental agreement is now in place and we are moving closer to getting this location/service underway.

K. Richards explained that the bid from Library Design Associates includes carpet, furniture and design services for a total of \$70,000. An \$85,000 budget for the project is being requested to include electrical, cabling and any unforeseen circumstances that may arise. A. Susalla stated the proposed hours are Wednesdays 11:00 a.m. to 7:00 p.m. and Thursdays 10:00 a.m. to 6:00 p.m.

Motion by Barnes, Second by Hodges

That the MADL Board approves entering into contract with Library Design Associates for the Laketon Library Satellite Remodel project, for a cost not to exceed \$85,000, after a review by MADL corporate attorney.

ROLL CALL

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

NAYS: None

Motion Carried

Budget Hearing/Certification of Millage

Motion by Barnes, Second by Hodges

That the MADL Board open the budget hearing at 4:40 p.m.

Motion Carried

B. Hall explained that MADL will be spending into the fund balance in 2021 due to the branch remodels. These branch remodels were part of the election campaign. Moving forward, MADL will use the fund balance to carry through the next election cycle as MADL does not want to ask the taxpayers for an increase.

L. Aerts complimented B. Hall on the Budget Narrative document.

Motion by Barnes, Second by Hodges

That the MADL Board close the budget hearing at 4:47 p.m.

ROLL CALL

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

NAYS: None

Motion Carried

B. Hall explained that the L-4029 and the Resolution is an official form that's submitted to the Muskegon County Clerk and Muskegon County Equalization, on an annual basis, in order for MADL to receive tax money for the millage. A motion/approval and signatures from the Board Chair and Secretary are needed.

Motion by Aerts, Second by Barnes

That the MADL Board approve the Budget Resolution/Certification of Millage and Form L-4029 as presented.

ROLL CALL

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

NAYS: None

Motion Carried

Motion by Barnes, Second by Mansfield

That the MADL Board adopt the Revised 2021/Proposed 2022 Budget as presented.

ROLL CALL

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

NAYS: None

Motion Carried

New Business

Director Job Description – M. Chandler informed the Board that she is evaluating job descriptions of all MADL employees. Currently, there isn't a separate job description for the Director, other than what's listed in the Michigan Public Library Trustee Manual. A separate job description is needed for MADL's Human Resource Department to set expectations and review accomplishments during the evaluation process. The newly added job description was developed by compiling data from Library Director job descriptions.

M. Chandler reviewed the director evaluation timeline and process with the board which will include a survey monkey evaluation tool for Board members and a few selected staff members.

As part of the Holton remodel, a wall is being taken down which may lead to unknown issues/expenses. Foster Electric's bid came in at \$2,800 which does not require Board approval, but MADL would like the Board to stay informed during the course of the project. K. Wisniewski described that the branch is currently wired with old Romex wiring and will need to be upgraded as needed during the branch remodel.

Proclamation of National Library Week –

Motion by Barnes, Second by Mansfield

That the MADL Board adopt the Proclamation for Friends of the Library Week, October 17 – 23.

Motion Carried

Public Comment

None.

Board Comment

L. Aerts thanked MADL for the Bookmobile on behalf of her community. She also suggested that MADL partner with local detention centers as they often use their skills to craft useful items. She requested that MADL prepare an elevator speech and bullet points for Board members when they attend other meetings.

T. Barnes informed the Board of his observations on social media regarding peoples' plans to meet at local libraries on Saturday mornings if communications go down. He thought it was worth mentioning in case MADL suddenly gets busy on Saturday mornings.

K. Richards advised the Board that we could face future issues regarding Critical Race Theory as other libraries are already having to deal with this due to the current political climate. B. Scolnik commented that this is also happening at the County level. K. Richards reviewed the withdrawal process for 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.

K. Arter questioned the Laketon Library Satellite Remodel timeline. K. Richards responded that the goal is to have it completed by the end of the year. K. Arter would like to see the Bookmobile have regular stops at Laketon Township Hall to market the new location until the branch is open.

Adjournment

Motion by Hodges, Second by Barnes

That the MADL Board meeting adjourns at 5:10 p.m.

Motion Carried

Reviewed and Approved by Kim Arter, Secretary.