

## MUSKEGON AREA DISTRICT LIBRARY

A meeting of the Muskegon Area District Library Board was held on Monday, December 20, 2021, at 4:00 p.m. at the Muskegon Area District Library, 4845 Airline Road, Muskegon. Staff present: B. Hall, M. Chandler, M. Higginbottom-Johnson, K. Richards, S. Rinsema-Sybenga, N. Schaner, A. Susalla, A. Varela and K. Wisniewski. Also present, M. Anderson, Legal Counsel.

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

### ROLL CALL

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

Excused: Aerts, Taylor

### Approval of Agenda

**Motion by Barnes, Second by Hodges**

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

**Motion Carried**

### Board Development

None.

### Consent Agenda

**Motion by Barnes, Second by Hodges**

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

**Motion Carried**

### Vouchers

**Motion by Hodges, Second by Barnes**

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

### ROLL CALL

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

**NAYS: None**

**Motion Carried**

### Committee Reports

Finance Committee – Minutes from December 10, 2021, were reviewed by the Board, which included 2021 Budget Amendments, 2021 Branch Expenditure Reports and E-Rate Bids for 2022/2023.

**Motion by Barnes, Second by Hodges**

**That the MADL Board approves the December 10, 2021 Finance Committee Minutes as presented.**

**Motion Carried**

### Reports/Questions

B. Hall informed the Board that millage revenues are starting to come in and that the Retiree Health Funding Vehicle Plan is 100% funded and has reached over a million dollars.

K. Wisniewski reported that the Bookmobile was leaking fluid. The problem was traced back to loose clamps as diagnosed by Speed Wrench. The Bookmobile stairs have also been replaced with manual steps already.

M. Higginbottom-Johnson reviewed November 2021 Storyville statistics as well as the number of visitors for the Santa Program visits, which was 805.

A. Varela distributed the winter newsletter which includes programming for January-May 2022.

S. Rinsema-Sybenga reported that 7,000 people were on the Bookmobile throughout November. She also mentioned that planning for the Summer Reading Program has begun, which will include partnering with schools to gather the data needed for the program.

M. Chandler reported that Bookmobile Team Leader has resigned and interviews for that position started today. There is currently one (1) Library Assistant I (LAI) – Floating Sub position open. She also stated that the draft of the Director Search Announcement and timeline of the search has been sent to the Board.

### Old Business

MADL Laketon Library Satellite Remodel Proposal – K. Richards explained that the shelving and carpet will be the first phase of the project and that the furniture will be ordered at a later date due to COVID delays. The internet at that location has already been completed.

Strategic Plan – K. Richards stated that the draft is complete and the management team will review it together. The hope is that a complete final draft will be ready for the January Board meeting.

Director Search – M. Chandler distributed the Library Director Search Announcement as prepared by Bradbury Miller Associates. She also stated that the Director's exit interview was held at 3:00 p.m. today.

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

**That the MADL Board approve the Library Director Search Announcement as presented.**

**Motion Carried**

### New Business

Branch Expenditure Reports/Costs for 2022 – B. Hall distributed an updated Branch Reimbursement Schedule as Holton Township and City of Muskegon Heights expenditure reports have now been submitted. B. Hall noted that the expenditure costs are lower than last year.

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

**That the MADL Board approve the Branch Expenditure Reports/Costs for 2022 as presented.**

### **ROLL CALL**

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

**NAYS: None**

**Motion Carried**

2021 Budget Amendments –

**Motion by Barnes, Second by Hodges**

**That the MADL Board approve the 2021 Budget Amendments as presented.**

**ROLL CALL**

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

**NAYS: None**

**Motion Carried**

2022 E-Rate Project – K. Wisniewski explained that E-Rate (Universal Service Fund - USF) is funding for technology for schools and libraries. Eligible reimbursement includes internet services, support services and equipment/hardware. The funds are available on a five-year cycle, and if not used by the end of the cycle, MADL would lose the opportunity for the funding. A Request for Proposal (RFP) was put together with the help of E-Rate Central to comply with the requirements to receive this funding.

MADL can receive up to 90% in funding for the needed **internet connection** to the Laketon Township Branch. MADL pays the full cost up-front and then is reimbursed 90% of the bill costs once a year. MADL received two bids on this internet connection. MADL needs to provide a Letter of Intent to USAC (Universal Service Administrative Company) that will be signed by MADL as well as Comcast.

**Motion by Barnes, Second by Scolnik**

**That the MADL Board approves entering into a contract with Comcast for the Laketon Township Internet Service Agreement until June 30, 2023, after review by MADL corporate attorney. The service is not to exceed \$3,760.15 (plus fees) yearly without Board approval.**

**ROLL CALL**

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

**NAYS: None**

**Motion Carried**

MADL can receive up to 85% in funding for the needed **support and maintenance**. MADL pays the full cost up-front and then is reimbursed 85% once a year. MADL received one bid for this service. MADL needs to provide a Letter of Intent to USAC that will be signed by MADL as well as IP Consulting.

**Motion by Barnes, Second by Scolnik**

**That the MADL Board proceeds with the necessary steps in accordance with the Universal Service Fund to receive funding for the purchase of support and maintenance services for eligible E-Rate equipment provided by IP Consulting, after review by MADL corporate attorney. The work is not to exceed \$16,500.00 without Board approval.**

**ROLL CALL**

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

**NAYS: None**

**Motion Carried**

MADL can receive up to 85% in funding for the needed switching **equipment**, associated parts and labor for this project. MADL would like to apply for these discounts. MADL received three bids on this project. MADL needs to provide a Letter of Intent to USAC that will be signed by MADL as well as IP Consulting.

**Motion by Barnes, Second by Scolnik**

**That the MADL Board proceeds with the necessary steps in accordance with the Universal Service Fund to receive funding for the purchase of switching equipment, associated parts, and labor for configuration provided by IP Consulting, after review by MADL corporate attorney. The work is not to exceed \$44,328.56 without Board approval.**

**ROLL CALL**

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

**NAYS: None**

**Motion Carried**

MADL Board Vacancy – Region 3 – A letter has been sent to the City of Roosevelt Park requesting a new Trustee be appointed for that region.

Resolution of Recognition and Appreciation for Kelly Richards – D. Hughes read the Resolution of Recognition and Appreciation for Kelly Richards.

**Motion by Hodges, Second by Barnes**

**That the MADL Board approve the Resolution of Recognition and Appreciation for Kelly Richards as presented.**

**Motion Carried**

**Public Comment**

None.

**Board Comment**

T. Barnes reiterated his support of adding Juneteenth as a MADL holiday. It was decided that this will be added to January 2022's agenda under Old Business.

B. Scolnik complimented the History Boys – Muskegon's Boogie Woogie Bugle Boy presentation/program held at the North Muskegon Branch on 11/10/21. S. Rinsema-Sybenga responded that another History Boys – The Women of the Copper Country – program is being planned for the Spring. B. Scolnik also suggested that MADL check into the Anne & Emmett Stage Play (Anne Frank & Emmett Till) as this play was held at Davenport University on 11/18/21 and was very interesting. S. Rinsema will check into pursuing that opportunity.

**Adjournment**

**Motion by Barnes, Second by Hodges**

**That the MADL Board meeting adjourns at 4:39 p.m.**

**Motion Carried**

**Reviewed and Approved by Kim Arter, Secretary.**