

## MUSKEGON AREA DISTRICT LIBRARY

A meeting of the Muskegon Area District Library Board was held on Monday, March 21, 2022, at 4:00 p.m. at the Muskegon Area District Library, 4845 Airline Road, Muskegon. Staff present: B. Hall, M. Chandler, M. Higginbottom-Johnson, S. Rinsema-Sybenga, N. Schaner, A. Susalla, A. Varela and K. Wisniewski. Also present, M. Anderson, Legal Counsel. Members of the public in attendance: Jeff Martin, Dalton Township Supervisor.

D. Hughes called the meeting to order at 4:10 p.m.

### ROLL CALL

Present: Aerts, Hodges, Hughes, Mansfield, Cruz

Excused: Scolnik, Arter

### Approval of Agenda

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

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

**Motion Carried**

### Board Development

None.

### Consent Agenda

#### **Motion by Aerts, Second by Cruz**

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

**Motion Carried**

### Vouchers

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

**That the MADL Board approves the vouchers for February 2022.**

### ROLL CALL

**AYES: Mansfield, Cruz, Hodges, Aerts, Hughes**

**NAYS: None**

**Motion Carried**

### Committee Reports

None.

### Reports/Questions

J. Hodges questioned what Unique Management Services is? B. Hall explained that they help with material recovery by sending letters to patrons. MADL has seen a good return rate on this service. In most cases, the patron returns the item or pays the replacement fee.

K. Wisniewski mentioned that MAISD is donating their entire set of Ellison Die Cut Machines and Frames to MADL for public use. He is currently creating the space to host the service at MADL Administration Offices.

D. Hughes questioned if MADL should acquire more hotspots? K. Wisniewski responded that MADL is currently reviewing those needs.

L. Aerts inquired about how the IT Department is teaming up with the Bookmobile to provide expanded technology services in rural areas. K. Wisniewski explained it would be ideal for appointments to be made when planning for those services.

M. Higginbottom-Johnson stated that Storyville visits were at 1,070 for the month of February, which includes a 27% increase for the Norton Shores Branch. She also reported on other February statistics: Phone-A-Story received 19 calls, Senior Book Bins currently serves 3 organizations, Curbside Services are still available (11 curbside requests for last month) and Bookmobile counts were 311 which included 9 stops. She noted that Fruitport students went to the Egelston Branch Library to complete research on Black History Month.

A. Varela explained that the 2021 Annual Report has been prepared which highlights the new Muskegon Township location, Storyville villages and the Bookmobile. It also includes the first public unveiling of MADL's new 2022-2024 Strategic Plan.

A. Susalla reported that MADL has paid for and received the van for the ARPA Equipment Grant. The next step is to outfit and wrap the van to match the rest of MADL branded vehicles.

M. Chandler reported that the Early Literacy Coordinator's (Diana Wenger) former position as Youth Services Librarian at the North Muskegon Branch is still open. She explained that there is lots of internal position movement at this time. She also invited the Board to the staff in-service on Monday, April 11 from 9am-1pm which will include fire extinguisher training.

S. Rinsema-Sybenga informed the Board of the successfulness of the Volunteer Income Tax Assistance (VITA) program which was able to return \$30,000 to citizens. She also noted that there are three (3) upcoming expungement workshops at the Muskegon Heights Branch aimed at helping patrons to find full-time employment and create financial stability.

#### Old Business

Branch Improvements – K. Wisniewski reported that the start date for the Holton remodel project is scheduled for Monday March 28<sup>th</sup>. The branch will be closed for 3-4 weeks during renovations.

MADL Laketon Library Satellite Remodel Proposal – K. Wisniewski stated that the painting has started and will take 2-3 days to complete.

Ravenna Storyville – B. Hall mentioned that the final design revision should be complete by Friday March 25<sup>th</sup>. D. Hughes stated that the committee is currently working on Giving/Fundraising efforts.

Pickle Bench – B. Hall explained that the pickle bench was in the very initial exploratory sketch in the Resource Analysis document that TSI prepared for MADL back in November 2021. It has since been removed due to budget constraints. The pickle bench was well-loved by the community and MADL would like to see it back in the design.

#### Motion by Hodges, Second by Mansfield

**That the MADL Board approves adding the "Pickle Bench" back into the Ravenna Storyville design for an additional cost of \$7,412.**

#### ROLL CALL

**AYES: Cruz, Mansfield, Aerts, Hodges, Hughes**

**NAYS: None**

**Motion Carried**

Director Search – M. Chandler stated that the semi-final interviews will be conducted virtually on Monday and Tuesday March 28 & 29. The interviews are expected to last 30 minutes and will include a series of eight questions. A worksheet will be drafted to determine the final candidates. Monday March 28 will be a work session and Tuesday March 29 will be a special meeting.

New Business

Annual Report –

**Motion by Aerts, Second by Cruz**

**That the MADL Board accepts and places on file the 2021 Annual Report.**

**Motion Carried**

Library of Michigan Certified Population Report – B. Hall informed the Board that the population of the MADL service area increased by 2,068. MADL is still a class 6 library, which is the largest class in the State.

Public Comment

Jeff Martin of Dalton Township introduced himself and explained that Dalton Township is requesting applications for the MADL Board Trustee – Region 7. They don't currently have much interest in the position. It was suggested that he reach out to Jeff King from Montague Township as he was a former Board member and may have interest in being reappointed.

Board Comment

None.

Adjournment

**Motion by Hodges, Second by Cruz**

**That the MADL Board meeting adjourns at 4:43 p.m.**

**Motion Carried**

Reviewed and Approved by Jennifer Hodges, Treasurer.