

MUSKEGON AREA DISTRICT LIBRARY

A meeting of the Muskegon Area District Library Board was held on Monday, December 19, 2022, at 4:00 p.m. at the Muskegon Area District Library, 4845 Airline Road, Muskegon. Staff present: J. Endres, B. Hall, M. Higginbottom-Johnson, N. Schaner, A. Susalla, R. Suszek, and K. Wisniewski. Also present, M. Anderson, Legal Counsel. Members of the public in attendance: Randy Vanaelst of Ravenna Township.

D. Hughes called the meeting to order at 4:01 p.m.

ROLL CALL

Present: Hughes, Hodges, Aerts, Arter, Cruz, Scolnik, *Mansfield, *Richards

Excused: none

Approval of Agenda

Motion by Hodges, Second by Cruz

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.c.

Motion Carried

Vouchers

Motion by Hodges, Second by Cruz

That the MADL Board approves the vouchers for November 2022.

ROLL CALL

AYES: Hodges, Cruz, Hughes, Scolnik, Arter, Aerts

NAYS: None

Motion Carried

*Mansfield arrived at 4:05 p.m.

*Richards arrived at 4:06 p.m.

Committee Reports

Finance Committee – Minutes from December 13, 2022, were reviewed by the Board, which included 2022 Budget Amendments, 2022 Branch Expenditure Reports and the 2021-2033 Projection Plan.

Reports/Questions

R. Suszek discussed the plan to redesign collection development practices at MADL. The new approach is to incorporate data into the decision-making process and better leverage spending. A more centralized approach to purchasing should result in higher turnover rates and material utilization across the district. He also informed the Board of his participation in Michigan Library Association's Think Tank which was a two-day focus group on Intellectual Freedom. While there, he learned of recent challenges to public libraries, their collections, and futures. February's board meeting will include a board development presentation focusing on the role and responsibility of the Board of Trustees.

K. Arter asked what the Director & Officer and Condo Association insurance is for? B. Hall explained that the Director & Officer insurance is liability insurance which includes MADL's Board of Trustees. The insurance for the Condo Association covers the Administration building as MADL is the majority owner of the Airline Condo Plaza.

D. Hughes inquired about the 11/22/22 incident at Muskegon Township. M. Higginbottom-Johnson explained that MADL reinforced the Patron Code of Conduct #5: patrons may not display materials or make verbal comments or gestures that might reasonably be expected to offend or harass others. The patron seems to understand the boundaries at this point.

K. Wisniewski reported that 50 patrons, including a few local MOKA groups, have used the Tovertafel. He also described one of the LVPD's recent movie programs in which four (4) vans of patrons showed up for both the movie and Tovertafel.

J. Endres explained that the Marketing Department was able to put their prize wheel to use at Holton Branch's literacy night. The prize wheel was very engaging and there is a lot of excitement to continue using this prop for future programs and outreach events.

A. Susalla reported that circulation numbers have finally surpassed pre-covid levels.

D. Hughes noted the success of MADL's Storyville Villages and 1,000 Books Before Kindergarten programs, as detailed in the Program Manager's report.

Old Business

Branch Improvements, Ravenna and Dalton – K. Wisniewski reported that the Dalton project is still in the stage of fabric and tabletop design. There is typically a 6–8-week turnaround time after design decisions are made.

Ravenna Storyville – D. Hughes explained that the Ravenna Branch Open House held on Saturday, December 3rd was very successful. He enjoyed learning about the close-knit the Ravenna community and is amazed by how the community supported this project and helped make it happen. R. Suszek thanked D. Hughes for his role in the fundraising efforts.

Strategic Plan – R. Suszek stated that there were no further updates since last month.

Marketing Study, Rebranding and New Logo – R. Suszek stated that our consultant will be at the January board meeting to explain the re-branding process. He also mentioned that we will be looking to form a sub-committee for the rebranding process which will then transition to a millage committee.

L. Aerts commended the Norton Shores staff for going above and beyond to help their elderly patron with an emergency over the phone.

New Business

Branch Expenditure Reports/Costs for 2023 – B. Hall noted that costs have increased from last year, due to post-covid related factors. MADL is still waiting on the City of Muskegon Heights to submit their expenditures; those expenditures will go before the Board once submitted.

Motion by Hodges, Second by Aerts

That the MADL Board approve the Branch Expenditure Reports/Costs for 2023 as presented.

ROLL CALL

AYES: Scolnik, Hughes, Aerts, Arter, Richards, Mansfield, Cruz, Hodges

NAYS: None

Motion Carried

2022 Budget Amendments – D. Hughes stated that government budgets are estimates of revenue and expenditures and need to be revised throughout the year to reflect current actual costs, thus the need for budget amendments.

Motion by Richards, Second by Cruz

That the MADL Board approve the 2022 Budget Amendments as presented.

ROLL CALL

AYES: Hughes, Hodges, Aerts, Richards, Arter, Cruz, Mansfield, Scolnik

NAYS: None

Motion Carried

Ravenna Storyville Request for Disbursement from Community Foundation – R. Suszek explained that the Foundation requires MADL to get official Board approval to request disbursement of funds. MADL is looking to request funds in the amount of \$187,412 for the Ravenna Storyville project.

Motion by Cruz, Second by Arter

That the MADL Board approve the disbursement request to the Community Foundation for the reimbursement to MADL for Storyville costs.

ROLL CALL

AYES: Hodges, Cruz, Richards, Hughes, Scolnik, Arter, Aerts, Mansfield

NAYS: None

Motion Carried

Projection Plan – B. Hall presented the 2021 through 2033 projection plan which estimates a continued decrease in fund balance. The projection plan gives us an idea of what our millage request should look like in order to keep library services intact. D. Hughes reiterated that the projection is based on MADL's current millage rate and is a tool to figure out if MADL will need a renewal or an increase to be sustainable. B. Scolnik inquired about the current fund balance. B. Hall responded that the fund balance was used to remodel the branches as promised in the last campaign millage as well as a typical decrease due to attrition. F. Cruz asked what the next millage rate request will be? R. Suszek explained that B. Hall is currently researching other library systems of similar size and will start analyzing that data to prepare a plan for MADL's 2025 millage request.

Farewell & Thank You to Departing Board Members – R. Suszek introduced incoming Board member, Randy Vanaelst of Ravenna Township, whose term begins in January 2023. R. Suszek presented J. Mansfield and K. Arter with a plaque and thanked them for their term on the MADL Board. Their service is much appreciated, and they will be missed.

Public Comment

None.

Board Comment

F. Cruz and K. Richards expressed their well wishes to everyone for the holidays.

L. Aerts reported that 64 people participated in the Cedar Creek contest for guessing the weight of MADL's Bookmobile (which is 19,120 pounds). The winner won a \$100 gift card!

J. Hodges welcomed R. Vanaelst to the Board.

K. Arter stated that MADL has a good Board and expressed how much she enjoyed being a part of it!

B. Scolnik explained that he has not yet received a definite re-appointment as the MADL County representative, but he hopes to be re-appointed for the remainder of his term.

K. Richards inquired about MADL's travel board meeting schedule which begins in March.

Adjournment

Motion by Hodges, Second by Cruz/Arter

That the MADL Board meeting adjourns at 4:46 p.m.

Motion Carried

Reviewed and Approved by Kim Arter, Secretary.