

## MUSKEGON AREA DISTRICT LIBRARY

A meeting of the Muskegon Area District Library Board was held on Monday, April 17, 2023 at 4:00 p.m. at the Muskegon Area District Library – Administration Offices, 4845 Airline Road, Muskegon, MI 49444. Staff present: J. Endres, B. Hall, M. Higginbottom-Johnson, S. Rinsema-Sybenga, N. Schaner, A. Susalla, R. Suszek, and K. Wisniewski. Also present, M. Anderson, Legal Counsel.

D. Hughes called the meeting to order at 3:59 p.m.

### ROLL CALL

Present: Scolnik, Hughes, Aerts, Richards, Vanaelst, Cruz, Hodges

Excused: Root

### 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 Cruz, Second by Hodges**

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

**Motion Carried**

### Vouchers

#### **Motion by Aerts, Second by Vanaelst**

**That the MADL Board approves the vouchers for March 2023.**

### ROLL CALL

**AYES: Hughes, Hodges, Aerts, Richards, Cruz, Vanaelst, Scolnik**

**NAYS: None**

**Motion Carried**

### Committee Reports

None.

### Reports/Questions

R. Suszek expanded on the Muskegon County District Libraries Collaboration as outlined in his report. MADL, Hackley Public Library and White Lake Community Library are discussing forming a partnership to create a new shared Integrated Library System (ILS) amongst the three local libraries. Foster & Swift represents all three libraries, as well as Lakeland Library Cooperative (LLC) and will be drafting a waiver as the first step in forming a new intergovernmental entity. Once this is complete, approval from the Board will be requested for formal research, requests for proposals (RFP's) and withdrawal from LLC's Integrated Library System (ILS).

R. Suszek reported that there are fifty (50) Muskegon Area Bike Library (MABL) bikes that have been repaired, processed in the ILS database and are ready for check-out beginning June 1, 2023. A joint venture agreement has been developed, including an escape clause. M. Anderson suggested that the six-month expiration be extended if the agreement is to be signed in May as this only gives a six-week trial period. D. Hughes offered to be a part of the MABL Standing Committee.

R. Suszek explained that MADL will be providing our 2023 Summer Reading Program at Roosevelt Park's Community Center Park, utilizing the Bookmobile. The hope is to attract new library users and reinforce the library's image as a community partner.

B. Hall thanked L. Aerts for her \$500 donation to the MADL Foundation Fund and explained that MADL has an advisory committee group for the Foundation Fund with the purpose of recommending funding to enhance MADL operations, programs, and services. D. Hughes requested MADL provide a short description of the fund to the Board. B. Scolnik stated that there is a 4% max spending restriction on Foundation Funds.

B. Scolnik suggested that MADL review their long-term investments as there are current opportunities for investments to grow, even with current economics. D. Hughes suggested that the Finance Committee review options and make recommendations to the full Board.

K. Wisniewski announced that new neon open signs have been installed at the branches.

R. Vanaelst inquired about the Automated External Defibrillator (AED) device research as reported in M. Higginbottom-Johnson's report. She clarified that MADL is looking to install AEDs at branches that don't currently have one on-site. Training will also be provided to staff upon installation of the devices.

J. Endres described current Marketing efforts including digital and tv commercials. Currently, MADL is focusing digital ads on the Blue Lake and Cedar Creek areas as they are underserved and without a physical library branch. There will be an upcoming 30-second tv commercial airing on Comcast stations highlighting MADL's children's programming. R. Suszek also presented the 2023 Lakeshore Livability Magazine showcasing MADL's ½ page ad.

#### Old Business

Branch Improvements, Dalton – R. Suszek informed the Board that the rest of the furniture, including soft seating, will be delivered on Wednesday, April 19.

Strategic Plan – R. Suszek explained that DEI training took place today at the staff in-service event. He will provide further updates next month.

Marketing Study, Rebranding and New Logo – R. Suszek shared that the focus group for local officials was held last week, and the remaining library friends and general groups will meet this week. The next step will be phone interviews with key leaders/stakeholders. This will be followed by review of the initial data by the sub-committee.

#### New Business

OPEB Actuarial for FY2022/GASB 74 and 75 – B. Hall explained that the Accounting Report for year-ending December 31, 2022, for the Retiree Health Care Plan (MERS RHFV) is used for the annual audit in compliance with GASB 74 and 75 requirements. The report states MADL continues to be well-funded and will not have to make any future contributions. There are currently six participants and once the last participant has left the plan, any remaining funds will be refunded to MADL.

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

**That MADL accepts and places on file the OPEB Actuarial for FY2022/GASB 74 and 75.**

#### **ROLL CALL**

**AYES: Hodges, Cruz, Richards, Hughes, Scolnik, Aerts, Vanaelst**

**NAYS: None**

**Motion Carried**

#### Public Comment

None.

#### Board Comment

L. Aerts inquired about how to start an official 501(c)(3) Friends of the Library Group. R. Suszek was pleased to

report that the MADL Friends Groups would like to start a buddy program in which established friends' groups will help guide new friends' groups on formation and sustainability.

F. Cruz thanked MADL for the opportunity to attend the DEI Implicit Bias Training. She has a better understanding of how people have natural biases and it's about learning how to live with each other despite those biases and the acceptance of diversity.

Adjournment

D. Hughes adjourned the meeting at 4:37 p.m.

Reviewed and Approved by Fawn Cruz, Secretary.