

**MAUD PRESTON PALENSKE MEMORIAL LIBRARY BOARD**  
**MEETING MINUTES**  
**Tuesday, March 28, 2023**  
**DRAFT**

**Call to order:** Board President Ren Baldwin (City of St. Joseph) called the meeting to order at 6 p.m.

**Other board members present:** Vice President Melissa Clapper (St. Joseph Township); Secretary William Ast (City of St. Joseph); and trustees Barbara Thompson (City of St. Joseph), Betty Mundy (St. Joseph Township), Kathy Buursma (City of St. Joseph), Mimi Elwell, (St. Joseph Township), and Patrice Rose, (St. Joseph Township).

**Also present:** Library Director Paula Stakley; Curtis Osmun, library assistant for computer service; Virginia Antonson of the Friends of the Library; Terrence Stoklosa of ABM; and Dan Crowder of Crowder Landscaping and Lawn Care. No members of the public attended the meeting, either in person or remotely.

**Friends of the Library:** Antonson said the Friends' "big book sale" will be held at the library on April 13-15. Book donations have been good and the sale "should be very successful," she added.

The Friends' supply of library book bags is nearly gone, and an additional 100 bags will be ordered, Antonson said.

**Minutes:** Clapper, supported by Thompson, moved to approve the minutes of the Feb. 28 meeting, as corrected. The minutes incorrectly described a payment of \$3,483 to Stakley, which was for additional work performed while she was interim director.

The board in a unanimous vote approved the corrected minutes.

**Bills:** Clapper moved to approve the monthly bills, totaling \$56,932.25, and Buursma supported the motion. The board voted unanimously to approve paying the bills.

**Financial report:** Stakley said Joseph Mangan, finance director and treasurer of the City of St. Joseph, will attend the April 28 board meeting to go over the financial report with the board. She said she is also making arrangements with the Berrien County Community Foundation to send a representative to a board meeting.

Clapper suggested that board members write down any questions they have, so Mangan can see those in advance of the meeting. "Absolutely," Stakley said. "That's a good idea."

The Library Board does not currently have a treasurer.

Buursma moved to approve the financial report, and Mundy supported the motion. The board in a unanimous vote approved the financial report.

**ABM:** Terrence Stoklosa of ABM gave the board a two-year report of how the library's \$1.7 million infrastructure project has gone so far.

Essentially, "You have a new building here," Stoklosa told the board. All "your major mechanicals" have been updated, and "will last 20-30 years," he added.

Baldwin said the project "was a no-brainer for us," as the library was facing \$1.5 million worth of repairs. "It would have taken us forever."

Clapper added that the COVID crisis at least allowed the library to get a lot of the work done "without interrupting service." "Sometimes you catch a break," Stoklosa said.

**Landscaping:** Crowder said the library grounds need weekly work and maintenance in the growing season, which the grounds have not been receiving. He said his company will provide that work for an estimated annual cost of \$20,385.

“You gave us a lot of information we didn’t have,” Baldwin told Crowder. “The garden has the possibility of looking phenomenal, and it hasn’t looked phenomenal for a long time.”

Baldwin said the board has another landscaping proposal and would not take any action that night.

**Collection policy:** The board discussed, but did not take action on, the library’s collection policy, and how to handle challenges from those who want items removed from the collection.

Stakley provided samples of policies from other libraries and organizations.

Baldwin said any changes must pass first and second readings. He said board members should bring any suggested changes to the April meeting for a possible first reading. The second reading could be held at the May meeting, he added.

**Director’s report:** Stakley reported that the library has a new web address, “library by the lake.” “It’s appropriate to us,” she said.

Stakley said the library has “a really full slate of summer programs.” Three-quarters of the funding is “taken care of with sponsorships,” she added.

The library has two new viewing screens, Stakley reported.

City Plumbing and Heating has found two burned-out sump pumps, Stakley told the board. “That was my bad news from yesterday,” she said.

The library has a new library assistant and a new substitute, which will “help fill the gaps” she said.

**Adjournment:** Ast, seconded by Elwell, moved to adjourn the meeting. The board voted unanimously to approve the motion, and Baldwin declared the meeting adjourned at 7:46 p.m.

Respectfully submitted,

Secretary William Ast