

MAUD PRESTON PALENSKE MEMORIAL LIBRARY BOARD
MEETING MINUTES
Tuesday, May 23, 2023
DRAFT

Call to order: Board President Ren Baldwin (City of St. Joseph) called the meeting to order at 6:00 p.m.

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

Thompson came to the meeting at 7:08 p.m. She had previously notified the board that she would be late.

Also present: Library Director Paula Stakley; Curtis Osmun, library systems supervisor; new employees Chastity Edlefson, programming supervisor; Anushka Ganu, library assistant in the children's department; Katie Heffernan, library assistant for technical services; and Lisa Cripps Downey of the Berrien Community Foundation. No members of the public attended the meeting, either in person or remotely.

Friends of the Library: There was no Friends of the Library report. Baldwin said the Friends had not met since the Library Board's meeting in April.

Minutes: Clapper moved to approve the minutes of the April 25 regular meeting and the May 3 special meeting, and Buursma supported the motion.

Osmun noted that the minutes included an incorrect job title for him. The board in a unanimous vote approved both sets of minutes, as corrected.

Berrien Community Foundation: The board had invited Cripps-Downey to talk about how the Foundation handles the library's funds that are invested with the Foundation. Joe Mangan, finance director for the City of St. Joseph, had attended the board's April 25 meeting to explain how the city handles other funds for the library.

Cripps-Downey provided explanatory handouts to board members. She said the Foundation had been handling some of the library's funds since 2019.

The library has two types of funds with the Foundation, the Endowment Fund and the Growth and Use Fund, Cripps-Downey said. Earned interest provides spendable funds for the library's use, she added.

"It remains a volatile market," Cripps-Downey said. "...You took a hit in December, and got that back in January."

Bills: Elwell moved to approve the library's bills in the amount of \$20,842.04. Mundy seconded the motion, and the board voted unanimously to approve paying the bills.

Financial report: Clapper moved to approve the financial report, and Mundy supported the motion. The board in a unanimous vote approved accepting the report.

Collection policy: The board held a second reading of a proposed updated collection policy.

Stakley said she recently handled a challenge to a book on display in the children's library. However, "this mom just wanted to be heard" and "was reasonable," she added.

Asked how she had handled the situation, Stakley said, "I just took the book off display and shelved it."

Buursma made a motion to approve the updated collection policy, and Elwell seconded the motion. The board voted unanimously to approve the policy.

"That's a biggie," Elwell said after the vote.

Clapper said the board needs to stay on top of the book challenge situation. "This isn't going away," she said.

Baldwin said he will schedule a board tour of the library building in the near future. "There are definitely things we should all be aware of," he said.

Director's report: Stakley outlined how the library has been handling overdue books. The process is "all automated now," she added.

Baldwin said the budget plans for \$7,000 a year from overdue fines. "It pays the light bills, right?" Stakley noted.

On staffing, "We're fully staffed now," Stakley said. "For the first time in years."

Elwell noted that Stakley is now the only staff member with a master's degree in library science.

But that degree is "a hard ask, now," Stakley said. "It's a big ask. It now costs four times what it cost me."

Adjournment: Ast, supported by Elwell, moved to adjourn the meeting. The board voted unanimously to approve the motion, and Baldwin declared the meeting adjourned at 7:44 p.m.

Respectfully submitted,

Secretary William Ast