

# **Maud Preston Palenske Memorial Library Meeting Of the Board of Trustees July 24, 2018**

President Ren Baldwin called the meeting to order at 6:04 pm. Other board members present were Rick Ast, Melissa Clapper, Liz Darato, Mimi Elwell, Bill Engeln, Jim Kodis, Stephanie Mack, and Patrice Rose

**Also Present:** Stephanie Masin-Director, Paula Stakely-Assistant Director, and Sue Morgan-Administrative Assistant

**Absent:** None

**Visitors:** Jamie Ryan Homeowner in St Joseph Township, Sarah McCallum-Director of Finance City of St Joseph  
Karen and Dave Leatz

**Announcements:** None

## **Public Comment:**

Mr. Ryan expressed concerns regarding safety of staff members and patrons due to some incidents with another patron. He complimented staff on their handling of situations. President Baldwin thanked Mr. Ryan for sharing his concerns with the Board and assured him that all policies were being followed. President Baldwin explained that it is a process of progressive escalation that could potentially result in an offender being banned from the library..

## **Friends of the Library :**

Ginny Antonson reported that the Friends are happy with the response to the mailing to increase memberships. Also, they have received more book donations from the Golden Bears Retired School Employees.

## **Minutes:**

It was moved by Ms. Elwell and supported by Ms. Darato to approve the minutes from the June 26, 2018 Board Meeting with 2 corrections.

## **New Business:**

Sarah McCallum, City of St. Joseph, discussed some process updates when approving bills. Sarah reviewed the wording of motions to be presented and found them appropriate and clear.

Ms Masin explained that Approval of Expenditures is different from an Ammendment of the Budget.

### **Treasurer's Report:**

Mr. Ast made a motion to approve the June 2018 bills in the amount of \$16,037.34. Motion supported by Mr. Kodis. Motion passed.

Mr. Kodis made a motion to amend and approve an increase to the FY18-19 Library Capital Improvement Fund (403) budget revenues in the amount of \$45,800 to increase the expenditures from the FY18-19 Capital Fund (403) budget not to exceed \$45,800 for a net impact on the Capital fund (403) of \$0. Motion supported by Ms. Elwell. Motion passed.

Mr. Kodis moved the Board send a letter thanking St Joseph Township and the City of St. Joseph for increasing our budget this year. Ms. Elwell seconded. Motion passed.

Mr. Kodis made a Motion to approve acceptance of a donation from the George Jaeger Estate in the amount of \$21,790, to be deposited in the FY18-19 Operating Fund (Library Fund) (271) budget to be restricted for local history and genealogy room expenditures; and to amend and approve an increase to the FY18-19 Operating Fund (271) budget revenues in the amount of \$21,790 and an increase to the FY18-19 Operating fund (271) budget expenditure in the amount of \$16,000, for a net impact of \$5,790. Motion supported by Ms. Rose. Motion passed.

Mr. Kodis made a motion to approve acceptance of \$14,000 in additional funds from St. Joseph Charter Township and to amend the FY18-19 Operating Fund (271) budget revenues and expenditures in the amount of \$14,000, for a net impact of \$0. Motion supported by Mr. Ast. Motion passed.

### **Old Business:**

The Building Subcommittee will schedule additional meetings.

### **Director's Report: (Including Statistics)**

Ms. Masin indicated Summer Reading programs have had record attendance at all the events. She also wanted to note that the Friends of the Library have been good supporters and sponsors of the Summer Reading Programs.

Many patrons have commented on the installation of the new sump pump closet and how nicely it blends in.

The library has received another donation from the George Jaeger Estate. Ms. Masin wanted to ensure all amendments to our budget were appropriately made and recorded. She invited Sara McCallum, City Finance Director to the meeting to provide information on appropriate steps and terminology for the budget and changes that may occur.

Ms. Masin reported the Tween Services position has been filled by Kim Gillespie and she has posted a part time position for Teen Services.

**President Comments:** None

**Board Comments:** Mr. Engeln asked a question relative to the Policy related to patrons code of conduct. Ms Masin noted that she did review the policy with the staff and they could call the police any time they felt threatened. The Code of Conduct and removal of patrons is a progressive process. The individual in questions was removed for a day after the first incident. The police were called to the second incident and it was determined there was no apparent threat. Ms. Masin was pursuing the possibility of some mental health help for the patron. If there is another incident this patron will be removed. She felt staff should be applauded for handling a difficult problem. In addition there is a silent alarm emergency button that goes directly to the police station.

**Adjournment:**

It was moved by Ms Elwell and supported by Mr. Ast to adjourn the meeting at 7:10 pm. Motion carried.

Next Board meeting

September 25, 2018 at 6:00pm.

Respectfully submitted,

**Stephanie Mack**

Secretary