

Draft
Board of Trustees Meeting Minutes
Maud Preston Palenske Memorial Library
October 24, 2017

President Ren Baldwin called the meeting to order at 6:00 pm. In attendance were William Ast, Liz Darato, Mimi Elwell, William Engeln, James Kodis, Stephanie Mack, Patrice Rose, and Stephanie Masin.

Also Present: Assistant Director Paula Stakley, and Friends of the Library Representative Ginny Antonson.

Absent: Melissa Clapper

Announcements: President Baldwin asked to add Open Meetings guidelines to New Business.

Public Comments: None

Friends of the Library: Ginny Antonson reported that information announcing the Children's Book Sale would be published on Thursday, October 26. She distributed fliers, which will be posted around town. The book sale will be November 7th, 5 -8 pm; November 8th, 10 am-1 pm; November 10th, 10 am-5 pm; and November 11th, 10am-12pm. Ginny also noted that the Annual Book Sale will be held April 26th and 27th, 2018. Prior to that event, the Friends will mount a membership drive. In addition, the Friends are currently working on becoming a 501-3C non profit organization.

Minutes: It was moved by William Ast, and seconded by Mimi Elwell to approve the minutes of September 26, 2017 Board of Trustees meeting. Several small errors were corrected: the spelling of "by", the spelling of Ginny Antonson's name, and the date of the next meeting. The corrected minutes were approved.

Approval of Bills: Treasurer William Engeln proposed that we accept the bills for the month. Stephanie Masin noted that the phone bill has been higher than expected due to the delay in the installation of the new phone system. The installation date is now set for October 30 and 31. The bills were approved.

Financial Report: President Baldwin questioned our budgeting for the investment interest earned and what amount we can expect to transfer out. Stephanie Masin reported that she has called Gerbel Accounting and they will be getting back to us about the amount of the initial principal that was deposited in the endowment fund.

President Baldwin asked if the savings account denoted 403 in financials is held at Chemical Bank. Masin acknowledged that. James Kodis asked about the checks

written to pay for the recent furniture purchase; Masin explained the checks, which had covered the total amount of \$14,200.92.

Our 90 day trial period for the collection services with Unique Management Services expired back in the spring. At that time the Board voted to continue with the service. Quite a few materials have been returned and the cost of the service has been approximately the same amount we have recovered monetarily from fines. The Renaissance Zone payment was noted.

A lengthy discussion of the Endowment Fund included this information; the Endowment Fund began in 1986; in 1991, at \$500,000 it was decided by the Board, that any dollars added would be considered principal; in 1992 the principal was defined as the total of the fund at the beginning of the year in which the budget was being planned. James Kodis noted that, typically, an endowment fund is the amount set out originally. According to the library's Endowment Fund guidelines, the Board may only spend the yearly interest. Kodis asked if the Board wants to consider rewriting the Endowment Fund definition. President Baldwin noted that our Endowment Fund contains non-restricted funds which are spendable and restricted funds that are not. James Kodis added that State laws govern that we may only invest in bonds and certificates of deposit. William Engeln pointed out that both the City and Township of Saint Joseph were signees of the original Endowment Fund and would possibly need to be consulted about any changes. James Kodis suggested we could rewrite the language determining how the endowment is invested to increase the interest raised. This discussion is to be continued.

Director's Report: Concerning staff, Director Masin reported that new hires, Nicole and LeRoy are doing a great job in their new positions, and our new substitutes have been very helpful in dealing with several staff absences for illness and sick leave. We also have had to rehire a custodian.

This year she has decided to pay for our periodicals at the beginning of the fiscal year instead of quarterly. Donations for the year look great thanks to the George Jaeger fund for the Genealogy Room. We were told to deposit the full amount into the operating fund and to track expenditures from it on a separate spreadsheet. The remaining balance from that will transfer into a restricted fund on the operating fund balance sheet at the end of this fiscal year. We are also very grateful to Carol Syles for her generous donation for new library furniture. The annual appeal letter will be going out soon.

In regards to statistics, we are the highest users of Overdrive. Sturgis and Van Buren District Library are joining our CO-OP and they bring their collections with them. The Big Band Fundraiser meeting is slated for November 1st at the library.

A patron who was married in our garden last summer noticed the recent removal of trees on our property, she would like to pay to replace the one in the garden. The Board unanimously approved this offer.

Masin also reported on old stairs in the courtyard being torn out and repaired and on contacting Twin Cities Tent and Awning about an awning that could possibly divert rain water from the downstairs hallway.

Animal Aid has requested to use the Felland Auditorium again this year. Mimi Elwell requested to have Animal Aid spell out the terms of their use of our facility in

aletter so we have documentation. James Kodis moved and Mimi Elwell seconded that Animal Aid be allowed to hold its Open House Fundraiser here following their Rein Dog Parade on Saturday December 2, 2017. The motion was approved.

President's Comments: President Ren Baldwin introduced author Kekla Magoon at the Great Michigan Read event at Lake Michigan College on October 12th. He reported that the audience was very engaged with her explanation of her part in the writing of the book X about the childhood of Malcolm X. He also relayed the compliments of Kat Boyer of the Benton Harbor Library about Stephanie Masin and our staff's planning of this event.

Old Business: In regards to becoming a district library, President Baldwin feels Mayor Garey wants this proposal to go forward. The City commission did not take action on it yet because they are leaving that to the new commission following the November election. The Township is waiting to learn what the City would do with the library building if the library should ever vacate it. Could funds raised in selling the building be used to help build/remodel a new building? In President Baldwin's opinion, we stand a better chance of increasing our millage amounts by becoming a district library.

Fundraising: The Big Band Fundraiser meeting will be November 1st at 4 pm at the library.

New Business: Patrice Rose brought up an issue concerning the Open Meetings Act involving the use of email communications in 'deliberating toward or rendering a decision.' President Baldwin distributed printed guidelines stressing that decisions have to be made at a meeting open to the public. While we do have library emails for trustee members we do not use emails for making decisions. Patrice noted that the St. Joseph Township commissioner do not use email to communicate. President Baldwin questioned whether we need a policy to address email communications between library board members. The library will recognize our generous library donors at the November Board Meeting. Stephanie Masin distributed invitations. The event will be posted and tours of the library will be provided.

Board Comments: There were no further comments.

Adjournment: Liz Darato moved that the meeting be adjourned, James Kodis seconded. The meeting was adjourned at 7:35.

The next meeting will be November 28th.

Respectfully submitted,

Liz Darato