

**Maude Preston Palenske Memorial Library
Meeting of the Board of Trustees
May 23, 2017**

President, Ren Baldwin, called the meeting to order at 4:59 pm. Other Board Members present were , William (Rick) Ast, Liz Darato, Mimi Elwell, William Engeln, Stephanie Mack, Patrice Rose and Stephanie Masin.

Also Present: Administrative Assistant Marsha Ammeson, Assistant Director Paula Stakley and Friends of the Library Ginny Antonsin

Absent: Jim Kodis

Announcements: None

Public Comment: None

Friends of the Library: Ginny Antonsin reported the Friends of the Library Book Sale was very successful and they were able to raise over \$3,000. Year round book collections will be continued. The Executive Board has decided to start selling Value Books on eBay to raise additional funds. The library will get first pick of all books. Marnie Heyn will volunteer after work hours to help the Friends set up an email and website with a link to the St Joseph Public Library website. Ren Baldwin noted Senior Net will be holding an Introduction to eBay class.

Their next meeting is June 10, 2017 @ 10:15.

Minutes: It was moved by Liz Darato, seconded by Mimi Elwell the minutes of April 24, 2017 Board Meeting be accepted with the following corrections. Jim Kodis and Diana Flora were in attendance. Motion carried.

Treasurer's Report:

Board members reviewed the bills for April, 2017. It was moved by Bill Engeln seconded by Rick Ast to approve the bills of April, 2017 in the amount of \$13,393.14. Motion carried.

Financial Report:

Bill Engeln reported that the fund balance still looks OK. Revenue and expenses are still on target for this time of year.

Relative to next years budget, Stephanie Masin reported that the Brown family notified her this is the last year they will be funding the cost for maintaining the garden - about \$4000.

Statistical Report:

Liz Darato noted the number of District Libraries on the statistical report.

Director's Report: Masin reported information from the Trustee Training presented by Shirley Buursma on board service and specifically Library Board Membership is in the Board Packets. She will continue to provide information from this valuable workshop in coming months.

Stephanie Masin attended the May 8, 2017 City Commission meeting to provide an annual update. During that presentation she highlighted building repairs noted in the Strategic Capital Improvement Plan and those completed through generous community donations. She also provided statistics and information about the many valuable programs and services the library provides to the community. During the public hearing portion on the St. Joseph City 2017-18 budget, Masin spoke on behalf of the library and the Library Board, requesting the City increase their assessment for library services from .68 to .78mills. She noted how much lower our millage rate was relative to that of surrounding libraries. The dollars generated by the requested increase could be used to make some necessary repairs on the building , which is city owned. The request for additional millage was denied. John

Matusak from the Herald Palladium contacted Stephanie Masin to provide information on an article he wrote relative to the libraries need for additional funding.

Ren Baldwin and Stephanie Masin were invited to meet with Mayor Gary and John Hodgson to discuss the city's desire to have an excellent library. One option presented was the possibility of becoming a District Library. Masin provided information to the Board relative to the process involved in becoming a District library. There will be another end of the year adjustment to the budget, and it is projected there will be a deficit. Masin is in receipt of a bill in the amount of \$1200 for an HVAC repair. She anticipates bills to repair damage done due to flooding in the staff lounge area.

The township might consider funding a special project from their library reserve fund. Some options discussed were reinstating computers to the upcoming budget or looking at some needed maintenance and repairs.

Masin proposed reinstating the fund raising committee and suggested a Big Band Fundraiser as an upcoming event.

Diana Flora Submitted her resignation from the Board creating an open position for a St. Joseph Township resident.

Presidents Report:

Old Business:

Masin reported the installation of alley doors will be completed with the installation of a transitional piece.

There is no update on the timeline for the installation of the new phone system.

The Unique Management System is for return of materials and collection of fines from patrons in long overdue status. It is currently in a trial period. The April monthly report showed \$134 has been collected for 10 accounts and 1 book has been returned. Additionally, the system saves valuable staff time.

It was moved by Elwell and supported by Ast that the library continue using the Unique Management System. Motion carried.

New Business:

Ren Baldwin and Stephanie Masin will meet with City and Township representatives on Friday to continue discussions relative to formation of a District Library.

Board Comments:

Stephanie Masin, Ren Baldwin, Bill Engeln, Jim Kodis, Rick Ast, Mimi Elwell and Stephanie Mack attended the city sponsored training on Community Engagement. Bill Engeln reported it was a productive training. Res Baldwin found the information very useful for our Strategic Planning process.

Strategic Planning:

Ren Baldwin reported that as part of the Discussion on the Formation of a District Library there might be some consultant help forthcoming from the City and St. Joseph Township. These discussions could potentially impact the Strategic Planning process.

Fundraising:

Adjournment: It was moved by Elwell and seconded by Darato to adjourn the meeting at 6:14 Motion carried.

The next meeting will be June 27, 2017

Respectfully submitted,

Stephanie Mack

Stephanie Mack , Secretary