

**DRAFT**  
**Maud Preston Palenske Memorial Library**  
**Board of Trustees Meeting**  
**September 22, 2020**

**Call To Order:** The meeting was called to order at 6:01 PM by President Ren Baldwin.

Other Board Members Present: Rick Ast, Melissa Clapper, Liz Darato, Mimi Elwell, Jim Kodis, , Bill Engeln, Stephanie Mack, Patrice Rose

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

**Absent:** None

**Visitors:** None

**Announcements:** None

**Public Comments:** None

**Approval of the Minutes:** It was moved by Mr. Kodis to approve the July 28, 2020 minutes and supported by Ms.Elwell.

Roll Call Vote: Rick Ast - Yes, Melissa Clapper - Yes, Jim Kodis -Yes, Bill Engeln - Yes, Stephanie Mack - Yes ,Liz Darato - Yes, Mimi Elwell - Yes Patrice Rose - Yes, Ren Baldwin - Yes.

The Board voted unanimously to approve the motion.

**Approval of the Minutes of the Special Board Meeting:** It was moved by Mr. Kodis to approve the Minutes of the August 17, 2020 Special Board Meeting

and supported by Ms. Elwell

Roll Call Vote: Rick Ast - Yes, Melissa Clapper - Yes, Jim Kodis -Yes, Bill Engeln - Yes, Stephanie Mack - Yes ,Liz Darato - Yes, Mimi Elwell - Yes Patrice Rose - Yes, Ren Baldwin - Yes.

The Board voted unanimously to approve the motion.

**Approval of the Bills:** Mr. Kodis reviewed the July bills and made a motion to pay the July 2020, bills , in the amount of \$10,388.22 . Supported by Mr. Ast

Roll Call Vote: Rick Ast - Yes, Melissa Clapper - Yes, Jim Kodis -Yes, Bill Engeln - Yes, Stephanie Mack - Yes ,Liz Darato - Yes, Mimi Elwell - Yes -Patrice Rose - Yes, Ren Baldwin - Yes.

The Board voted unanimously to approve the motion.

Mr. Kodis reviewed the August 2020 Bills and made a motion to pay the August 2020 bills in the amount of \$8,086.46 Supported by Ms. Clapper.

Roll Call Vote: Rick Ast - Yes, Melissa Clapper - Yes, Jim Kodis -Yes, Bill Engeln - Yes, Stephanie Mack - Yes ,Liz Darato - Yes, Mimi Elwell - Yes Patrice Rose - Yes, Ren Baldwin - Yes.

The Board voted unanimously to approve the motion

**Finance Report:** Mr. Kodis reviewed the Financials for July and August. 2020 The interest reported did not include Berrien Community Foundation, which is reported quarterly. Revenues and Expenditures are impacted by funding streams and show a deficit in July but in August the Library took in a healthy amount of revenue. He also noted that utilities are down.

Mr.Kodis made a motion to receive the Finance Report for July and August. Supported by Ms. Darato

Roll Call Vote: Rick Ast - Yes, Melissa Clapper - Yes, Jim Kodis -Yes, Bill Engeln - Yes, Stephanie Mack - Yes ,Liz Darato - Yes, Mimi Elwell - Yes Patrice Rose - Yes, Ren Baldwin - Yes.  
The Board voted unanimously to approve the motion.

**Old Business :** Capital Improvement Update ABM

Ms Masin provided an update as no one from ABM was present. Tea had been providing regular updates on the status of projects. She was recently laid off and has been replaced by George Bishop. Replacement of HVAC units and controls continues. The City has been asked to trim some trees to get large equipment in. The HVAC in children's department is in the final stages has been moving along well. Final Reporting is expected in February.

The Employee/Volunteer Covid Positive Case Protocol Policy was revised per the Board suggestions.

**New Business:**

Staffing Update

There have been 2 staff resignations and 2 staff voluntarily requested their hours be adjusted down. Annual Appeal letter is being revised and the lists have been sent to Board members for review.

Mini Survey Responses

Ms Masin reviewed the results of a mini Survey that was conducted to get input relative to patron needs and library use.

Ms. Clapper made a motion to provide services on Saturday with the last Saturday of the month remaining closed, and opening the solarium for patron use. Supported by Mr.Kodis.

Roll Call Vote: Rick Ast - Yes, Melissa Clapper - Yes, Jim Kodis -Yes, Bill Engeln - Yes, Stephanie Mack - Yes ,Liz Darato - Yes, Mimi Elwell - Yes Patrice Rose - Yes, Ren Baldwin - Yes.

The Board voted unanimously to approve the motion.

Library Operations:

In person visits are about 100 per day/20 per hour. Mondays being the busiest day. Curbside services will be discontinued at the end of October when the weather gets colder.

**Directors Report**

Ms. Masin reported patron numbers are remaining steady, which are about 1/4 of pre pandemic numbers. The Garden has been used by different groups. There will be Jewelry making in the Garden tomorrow. The Symphony has been using the garden for pop up concerts, which are well attended. Staff have proposed using the Garden for Storytime activities in October.

There continues to be an increase in the number of calls for Libby and like services. Book Clubs have been meeting virtually, but attendance has been down. Ms. Masin noted that Penal fines continue to decrease but the budget has been adjusted for this.

**President Comments: None**

**Board Comments: None**

**Adjournment:** Mr. Ast made a motion to adjourn the meeting at 7:15PM. Supported by Mr. Engeln

Roll Call Vote: Rick Ast - Yes, Melissa Clapper - Yes, Jim Kodis -Yes, Bill Engeln - Yes, Stephanie Mack - Yes ,Liz Darato - Yes, Mimi Elwell - Yes Patrice Rose - Yes, Ren Baldwin - Yes.

The Board voted unanimously to approve the motion.

Adjourned at 7:15pm

**Next Meeting: October 27 , 2020**

Respectfully Submitted,

*Stephanie Mack, Secretary*

