

Maud Preston Palenske Memorial Library Meeting Of the Board of Trustees May 28, 2019

President Ren Baldwin called the meeting to order at 6:05 pm.

Other board members present: Rick Ast, Melissa Clapper, Liz Darato (P), Mimi Elwell, Bill Engeln, Jim Kodis, Stephanie Mack, Patrice Rose

Also Present: Stephanie Masin-Director, Paula Stakely - Assistant Director

Absent: None

Visitors: Ginny Antonson and Rebecca Marsden-Friends of the Library; Ross Fisher - City Plumbing; Tom Hogan ABM- Building Solutions

Announcements: None

Friends of the Library :

Ginny Antonson reported delight with the results of the 3 day book sale. They raised \$3,663.10 and received \$121.97 in donations. The St. Joseph High School Key Club members helped with set up and take down and 25 volunteers helped before, during and after the sale. Also, Rebecca Marsden, President ran the "treasures" sale which raised \$2,240.00

Rebecca Marsden reported that she is a designated seller and all funds go to the Library. They are enrolled in Pay Pal and are on eBay as designated sellers.

Tom Hogan from ABM Building and Energy Solutions made a presentation regarding his companies services. The company helps nonprofits, government agencies, companies etc. find a financial solution that will help them address building improvement needs, etc. Potential savings that come from decreases in operating budgets may decrease the need to seek other funds for expenditures for HVAC, lighting, etc.

This program is the result of Federal and State Legislation .

Public Comment: Ross Fisher has worked with the Library this past year to help mitigate our water problems. He has reviewed our utility bills and the Abonmarche study and believes the Library would be a good candidate for participation in an ABM Building Solutions program. They have expertise in municipal and nonprofits to address larger problems. There would be a cost free analysis of our energy costs and possible solutions to determine what the Potential funding for Energy Efficient/ Capital Improvements could be.

Mr. Kodis made a motion to proceed with ABM Building and Energy Solutions for a preliminary analysis of energy efficiency. Supported by Mr. Ast . Motion passed.

Building Subcommittee Report: None

Approval of the Minutes:

It was moved by Mr. Ast and supported by Mr. Kodis to approve the April 23, 2019 minutes with corrections. Motion passed.

Approval of the bills:

Mr. Engeln reviewed the bills for April 2019 in the amount of \$15,492.44 and moved that they be approved for payment. Supported by Ms. Elwell. Motion passed.

Treasurer's Report:

Mr. Engeln reviewed the financials and noted that we are right where we should be with the % of revenues and expenditures. The Fund Balance is well over the 20% amount that auditors like to see.

Mr. Engeln made a motion to approve the finance report Mr. Kodis supported. Motion passed.

New Business:

Resolution Janet Polstin Estate - Ms. Masin was very thankful Ms. Polstin remembered the Library in her estate. She was a regular patron for many years.

Mr. Kodis moved that the Library adopt the Corporate Resolution for acceptance of funds from the Janet Polstin Estate. Ms. Ellwell supported. Motion passed.

Mr. Kodis made a motion to put funds from the Janet Polstin Estate into the Capital Fund. Ms. Clapper supported. Motion Passed.

Old Business:

A revised Library Use Survey was included in the Board packet. Mr. Kodis moved that the survey be accepted as revised. Supported by Mr. Engeln. Motion passed

Ms. Masin reviewed the Library's attorney's response to to any potential concerns relative to investing Library funds with the Berrien Community Foundation - Funds/ Investments, which offer the potential for better returns . She noted that all money in the Capital Improvement Account are private donations and do not have the same

restrictions as tax revenue. There have also been donations from private sources deposited into the Endowment Fund .

Mr. Kodis made a motion that Lisa Cripps Downey be asked to work with the Library in establishing a fund with the Berrien Community Foundation. Supported by Ms. Clapper. Motion passed.

Director's Report: Ms. Masin had a conversation with Judy Felland, who has very generously agreed to cover the cost for the window replacements needed throughout the building. She will be gathering updated quotes and proceed with getting the replacements. Since it has been several years since the flooring was installed she will also be gathering quotes for cleaning the floors throughout the building.

Additionally, Ms. Masin reviewed with the Board the need to address the last area of flooding on the North/Market Street side of the building and the issues involved with resolving this, including finding an engineering/construction firm to help devise a long term solution to this recurring water problem .

Presidents Comments: None

Board Comments: None

A motion was made by Ms. Elwell that a Staff member make sure the doors remained open in compliance with open meetings act. Supported by Mr. Ast. Motion passed

Adjournment:

The meeting was adjourned at 8:16 pm.

Next Board meeting - June 25, 2019 at 6:00pm.

Respectfully submitted,

Stephanie Mack

Secretary

