

**Maud Preston Palenske Memorial Library  
Meeting of the Board of Trustees  
September 27, 2016**

President, Ren Baldwin called the meeting to order at 6:10. Board members present were William Engeln, Mimi Elwell, Liz Darato, Diana Flora, Stephanie Mack, William Ast, Jim Kodis, Robyn Neumann and Stephanie Masin.

**Also Present:** Assistant Director Paula Stakley, Friends of the Library Clem Brueck and Tony Clark of DL Gallivan

**Absent:** none

**Announcements:** None

**Public Comment:** None

**Friends of the Library:** Clem Brueck shared concerns for the Friends group as they need someone to step forward to serve as president, if not the group may have to fold. Also, the bus trip scheduled for November to the Gerald Ford Museum needs publicity.

**Minutes:** It was moved by Liz Darato, seconded by Mimi Elwell to approve the minutes of July 26, 2016 board meeting. Motion carried.

**Treasurer's Report:** Board members reviewed the bills for July and August 2016. July bills approved, moved by Bill Engeln, seconded by Bill Ast, motion carried. August bills approved, moved by Jim Kodis, seconded by Stephanie Mack, motion carried.

**Discussion:** Ren Baldwin requested that a procedure be considered to preview bills before payment, Jim Kodis questioned why the board needs to review bills which have already been paid. Stephanie Masin expressed concern over late fees adding to delays in bill payment process.

**Financial Report:** Stephanie Masin and Bill Engeln stated that they need more time to go over information and finalize details.

Ren Baldwin and Stephanie Masin noted that once the new City Finance Director is hired they would like to meet to get clarification on restricted and non-restricted funds.

**Statistical Report:** remaining steady according to Stephanie Masin

**Director's Report:** Stephanie Masin stated that the Open House for the Felland room dedication went well, tours were given of the newly remodeled areas of the library, there was positive feedback from those in attendance.

Mango: Paula Stackley will be visiting area schools to share information regarding the program. Mimi Elwell mentioned that Lake Michigan Catholic schools be included.

Marsha Ammeson will be sending out the annual appeal for donation lists.

**Old Business.** Hawks Estate/Felland donation: \$265,000 remaining monies, all in capital improvement account

-Unique Management Collection, look at 90 day trial; Ren Baldwin asked Liz Darato to review Unique's management letter for grammatical accuracy. Motion moved by Diana Flora, seconded by Robyn Neumann, motion carried.

-Stephanie Masin reported that Office One accomplished items on the punch list, Stephanie Masin made motion to approve final payment for flooring, seconded by Mimi Elwell, motion carried.

-FLSA update: webinar notes, exempt from mandate, comp time is allowed, staff schedules have been adjusted as required. If work is over 40 hours, the additional time has to be made up as com time, comp time is earned time and a half. Holidays will continue to be handled as straight comp time earned

**New Business:** Red Arrow Shared Catalog, needing a hosted solution for the TLC (the library corporation), reason is due to poor internet service, or down time from internet service as this effects adjunct libraries. If a different host is agreed upon the library catalog will reside on a cloud. Easier, better access for all users. Mimi Elwell made a motion for a 3 year plan, seconded by Liz Darato and then tabled until the next board meeting, motion by Jim Kodis, seconded by Diana Flora.

-New chairs needed, discussion a need or a want? Recommendation to wait on facilities assessment, table furniture discussion for 1 month.

-New Copiers, move to accept D.L Gallivan's proposal for 4 new units, Jim Kodis made motion, seconded by Mimi Elwell, motion carried.

**Fundraising:** none

**Adjournment:** It was moved by Baldwin, seconded by Darato to adjourn the meeting at 8:20 pm. Motion carried.

Respectfully submitted,

  
Robyn Neumann

Next meeting date: 11/22/2016