

Maud Preston Palenske Memorial Library
Board of Trustees Meeting
October 22, 2019

Call To Order: Treasurer Jim Kodis called the meeting to order at 6:10 p.m. and asked for nominations for President Pro Tem. Trustee Mimi Elwell, supported by Trustee Bill Engeln, nominated Mr. Kodis, and the board voted unanimously in support.

Other Board Members Present: Mimi Elwell, Jim Kodis, Bill Engeln, Melissa Clapper (P), Liz Darato (P), Stephanie Mack

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

Absent: Ren Baldwin, Patrice Rose, Rick Ast

Visitors: Kathy Stady

Announcements: None

Friends of the Library: There was no report but Ms. Masin provided a reminder that the Annual Children's Sale + Adult Christmas Book Sale will be going on November 5-9, 2019. Additionally the Spring book sale will be in April 2020.

Public Comment: None

Approval of the Minutes: It was moved by Ms. Elwell and supported by Ms. Darato to approve the September 4, 2019 minutes . Motion passed.

Approval of the Bills: Mr. Kodis reviewed the bills for September, 2019. Mr. Kodis made a motion to approve the bills for September 2019 in the amount of \$22,273.99. Supported by Mr. Engeln. Motion passed.

Treasurers Report: Mr. Kodis reviewed the revenue vs. expenditures.

Old Business: Kathy Stady shared the results of the recently conducted Patron Survey.

The Objectives were to collect patron feedback on St. Joseph library services, specifically what services, materials and programming patrons are using. Also, to find out how the library is doing and learn what can be improved. The target audience were St. Joseph City and St Joseph Township residents and other users of the library.

Over 562 people participated in the survey.

Some of the Findings and Implications were

87% of patrons say the library increases home value in the area it serves. No one says it decreases home value.

87% of patrons are satisfied and 90% are willing to recommend the St. Joseph library.

Over 60% select location, the library collection, and staff as their most-liked library attributes.

Over 1/3 (36%) say there is nothing they "like least."

Implication (s):

The library is well-liked by its patrons. The satisfaction and willingness to recommend are very high indicating the library services and staff are meeting their needs.

The Board was very impressed with the high levels of satisfaction the community expressed regarding library services and the staff and are very appreciative of their efforts to make our library such a helpful and welcoming place.

Of note was the consistency of responses between the residents of the city and the township.

The board expressed their appreciation and gratitude to Ms. Stady for volunteering her time and talents on this project. The Full Survey and results are available to the public

The Library received a request from Animal Aid of Southwest Michigan to again host the Animal Aid Fundraiser. After some discussion a motion was made by Ms. Elwell to allow Animal Aid of SW Michigan to hold the Animal Aide of Southwestern Michigan's Annual Christmas Open House Fundraiser. Supported by Ms. Clapper. Motion passed.

After review by our attorney Ms. Masin presented the 2nd Reading of the volunteer Handbook to the Board. A motion to accept the second reading of The Volunteer Handbook was made by Ms. Clapper. Trustee Mimi Elwell, supported Motion passed.

New Business:

The Circulation Policy first reading was discussed and Ms. Masin will revise the document per Board discussion and bring it back for a 2nd reading.

Directors Report:

Ms. Masin noted she was pleasantly surprised, when reviewing the Patron survey, that the problems with parking did not affect the patrons preference for the library's location in downtown St Joseph. She noted the Annual Appeal letters will be going out soon. She is still pursuing approval from the St. Joseph City Finance Director for the ability to allow patrons to use credit cards. It was noted by a member that there are other departments who are already allowed to accept credit cards for payment. She is also seeking clarification on how patrons/donors can contribute to the Berrien Community Foundation when making donations to the library. She also commented on some additional staffing changes.

Presidents Comments: Mr. Kodis made a suggestion as to how to coordinate Annual Meeting dates and Ms. Masin's vacation dates.

Board Comments: Mr. Engeln inquired whether there were any plans by the City of St. Joseph to host a Volunteer Appreciation Dinner as they have in the past. Ms. Masin had no information on this.

Adjournment: Motion made by Mr. Kodis to adjourn the meeting. Supported by Mr. Engeln. The meeting was adjourned at 7:50 pm.

Next Board meeting - November 26, 2019

Respectfully Submitted,

Stephanie Mack
Secretary