

# **Maud Preston Palenske Memorial Library**

## **Board of Trustees Meeting**

### **September 4, 2019**

**Call To Order:**

Treasurer Jim Kodis called the meeting to order at 6:00 p.m. and asked for nominations for President Pro Tem. Trustee Mimi Elwell, supported by Trustee William Ast, nominated Mr. Kodis, and the board voted unanimously in support.

Other Board Members Present: Rick Ast, Liz Darato (p), Mimi Elwell, Bill Engeln, Stephanie Mack, Patrice Rose

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

**Absent:** Ren Baldwin, President, Melissa Clapper

**Visitors:** Tom Hogan - ABM, Scot Masin - ABM, Paul Reitz - ABM, Carey Ross- City Plumbing, Ross Fisher-City Plumbing, Tom McDonald - St. Joseph City Public Works, Ginny Antonson-Friends of the Library

**Announcements:** None

**Friends of the Library:** Ginny Antonson reported that the Friends have 94 library bags left and have ordered 200 more. They have also compiled a guide on how to conduct their book sales. The next sale will be the Children's Book sale in November.

Antonson noted the Friends have bought \$4,905 worth of items on the library's wish list, ranging from a touch-screen monitor to a karaoke machine. The Friends are revising their by-laws and will present them at their Oct. 12 meeting. Mr. Kodis thanked the Friends for their support and for their efforts.

**Old Business:** Tom Hogan, Scott Masin, and Paul Reitz from ABM made a presentation on - Capital Improvement Funding Through Energy Efficiencies. They propose their company can do a detailed study to see what the cost savings will be in energy efficiencies. ABM is recommending the Library's Cost (the breakage fee) for next phase be waived. ABM feels confident that the end results of the study will result in energy efficiencies. Those energy efficiencies/savings can then be used to fund the Capital Projects the library needs. Engineer Paul Reitz said the company can accomplish that by listing and studying the library's heating and cooling equipment, lighting, and other infrastructure, and estimating when equipment is expected to fail. Referencing the study Abonmarche did for the Library, it is likely the Library will have "lots of emergency replacements and repairs," in the next five years. These kinds of emergencies are always expensive. He also noted utilities should cost \$1.56 per square foot of space, and the Library is spending \$2.37 per square foot.

Mr. Kodis verified reference checks on the company. He also noted the RFP process the library is required to use is automatically incorporated in the ABM solutions because they follow the GSA (Government Services Administration) process. When this study is over, the Library then has the option to elect the projects they would like to pursue.

Ms. Elwell made a motion that the Library move forward with the Investment Grade Audit and Pricing. Supported by Mr. Ast. Motion carried.

Tom Hogan also provided information on ABM Cares, a Foundation that will defray the cost of special projects like Virtual Reality or a STEM Labs etc.

**Approval of the Minutes:** It was moved by Ms. Elwell and supported by Ms. Rose to approve the July 23, 2019 minutes. Motion passed.

**Approval of the bills:** Mr. Kodis reviewed the bills for July and August 2019. Spending is currently at 13.6% which is a little below spending levels. Mr. Kodis made a motion to approve the bills for July and August 2019. Supported by Ms. Elwell. Motion passed.

Mr. Kodis reviewed the Capital Improvement bills for August 2019 in the amount of \$15,968.94 Mr. Ast moved that they be approved for payment. Supported by Mr. Engeln. Motion passed.

**Treasurers Report:** Mr. Kodis looked at revenue vs expenditures. Net income is up In August. Contributions were up and the library received a generous contribution from Ms. Felland for window replacement. Money was transferred to the Berrien Community Foundation. Mr. Kodis made a motion to approve the Treasurers Report. Supported by Ms. Elwell. Motion passed.

The Board requests the city Finance Director explore potential avenues of investment and rates of return for all banks in the area for the remaining endowment fund monies.

**New Business:** Ms. Masin advised the Library has a process for vetting volunteers but does not have a volunteer handbook for volunteers with guidelines or an agreement for volunteer services. She would like to create a Volunteer Handbook. The Board asked that Ms. Masin have the handbook reviewed by our attorney when the draft is finished.

**Directors Report:**

The Harry Potter Party drew 700 + people and was a huge success. She complimented the staff on a fabulous job.

She notified the Board an internal, library wide calendar is now available at the desk.

Ms. Masin will be meeting with Kathy to review the survey and its results. After that she would like to review the rate for DVD's, and the non resident fees, fines, and circulation policy.

Ms. Masin attended the Downtown Planning meeting and asked the City to consider including or working with the Library in that process. She also noted the new windows are in and there was an article in the paper.

Ms. Appleton submitted her resignation and her position is being posted internally. Ms. Masin complimented her work with the library and wished her well on her new venture.

Ms. Masin would like to get some additional man hours for a set time, to finalize some genealogy collections and projects. She would use the Jaeger funds. She will finalize a proposal and bring it back to the Board,

Ms. Masin would like to take a 2 week vacation the 2nd and 3rd week in July 2020. The Board was agreeable to this request.

**Presidents Comments:** None

**Board Comments:**

The Board wishes to express appreciation to Ms. Felland for her generous donation to the library to replace the windows. There have been many comments about how nice they look.

**Adjournment:** Motion made by Mr. Ast to adjourn the meeting. Supported by Mr. Engeln. The meeting was adjourned at 7:59pm

Next Board meeting - October 22, 2019

Respectfully Submitted,

Stephanie Mack  
Secretary

