

Maud Preston Palenske Memorial Library
Meeting of the Board of Trustees
September 26, 2017

President, Ren Baldwin, called the meeting to order at 6:00pm. Other board members present were William (Rick) Ast, Melissa Clapper, Mimi Elwell, William Engeln, Jim Kodis, Stephanie Mack, and Stephanie Masin.

Also Present: Assistant Director Paula Stakley, Melissa Clapper

Absent: Liz Darato and Patrice Rose

Announcements: None

Public Comment: None

Friends of the Library: Jenny Antonsin reported the Friends were able to fund Bristle Bots, Lego Bins and Pocket Literature Bags for a total of \$680. They are still looking to fund book shelving.

As a result of some extra large book donations from the St. Joseph Public Schools Golden Bears and an anonymous donor, a pre Christmas Children's Book Sale will be held on November 7 from 5:00-8:00 pm, November 8 from 10:00-1:00 pm, November 10 from 10:00-5:00 pm and November 11 from 10:00-12:00 pm. The sale will take place in the hallway outside of the Children's Library. The regular yearly book sale date is still to be determined.

The Friends are still working on obtaining 501c3 status. Membership Drive letters have been sent out. Their next meeting will be on October 14, 2017.

Minutes: It was moved by Jim Kodis, seconded by Mimi Elwell to approve the minutes July 25, 2017 board meeting. Motion carried.

Treasurer's Report: Board members reviewed the bills for July 2017. It was moved by Kodis seconded by Ast to approve the bills form July, 2017 in the amount of \$30,125.37. Motion carried.

Board member also reviewed the bills for August 2017. It was moved by Engeln and seconded by Baldwin to approve the bills from August 2017 in the amount of \$30,195.27

Financial Report: Engeln also noted a portion of the endowment fund is restricted and a portion is unrestricted. He is still waiting for a ruling from the city attorney on the guidelines for restricted and unrestricted funds.

Statistical Report: Monthly updates are available.

Director's Report: Masin provided information the the possible next steps in formation of a District Library. Masin updated the Board on the new hires as follows:
Amy Nolan Childrens Services Supervisor
Nicole Rimes Library Assistant
Leroy West - Library Assistant
Samantha Easter - Custodian

President Comments: Baldwin updated the Board on the formation of a District LLibrary meeting with representatives from the Library, St. Joseph Township and the city.

Old Business: The new furniture has started arrived. Several Board members commented on the improvement and use the new furniture is getting. The rest of the furniture will be here in a few weeks. Installation of the new phone system has been delayed again. The tree trimming has been rescheduled for next week. The City advised fiber installation is on hold. Masin noted this will impact the efficiency of the phone system, timesheets, etc.

New Business: The Krasl Art Center will be undergoing some renovations and has approached the library about using some meeting space during that time. It was moved buy Elwell and seconded by Clapper that the Krasl request be approved. Motion Passed.

The Board reviewed Draft for updating the Deed of Gift Form. It was moved by Ast and seconded by Elwell to approve the proposed update to the Deed of Gift Form. Motion passed.

Nancy Drew has donated several works of art for the Children's Library. The Board expressed their appreciation for her generous gift and looks forward to seeing them displayed.

The Board reviewed a Circulation Policy update. It was moved by Kodis and seconded by Elwell to approve the update. Motion passed.

Board Comments:

Fundraising: Masin advised committees are being formed for the Big Band fundraising activity with the symphony.

Adjournment: It was moved by Kodis and seconded by Elwell to adjourn the meeting at 7:18. Motion carried.
Next Board Meeting July 25, 2017, 2017.

Respectfully submitted,

Stephanie Mack, Secretary

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