

**ADDISON TOWNSHIP PUBLIC LIBRARY**  
**BOARD OF TRUSTEES MEETING MINUTES**  
**Tuesday, October 18, 2022, 7:00PM**

**Call to Order:** 7:05 PM

**Board Members Present:** J. Baldiga - yes, J. Eller - yes, J. Elsarelli - yes, K. King - yes, M. Szost - yes, M. Frost - no.

**Pledge of Allegiance:** All in attendance participated.

**Approval of Agenda:** J. Elsarelli recommends relocating the Site Selection category in the agenda before the New building category to improve flow of communication. Director Walker would like to add "Board Packet Process" to the New Business category. Motion to add and accept these 2 changes by J. Baldiga, 2nd by K. King, all in favor, motion approved. \*Minutes reflect changes as stated.

**Call to Audience:** *two minutes per visitor.* Welcome to the audience. Friends of the Library Chair shares the news of potential new members joining the Friends Board. Confirmation will be shared in the future.

**Consent Agenda:** Reference point - Consist of the last months minutes, bills and any special meeting minutes. J. Elsarelli moves to accept the consent agenda, M. Szost 2nd, all in favor, motion approved.

**Financial Report:** Director Walker shared the financial report. Highlighting download destination cost. J. Elsarelli reminds the board LGIP money now is due to be transferred. J. Baldiga moves to have Treasurer, M. Szost, contact CPA, D. Lamsa with the board approved amount of \$86,000.00 to be moved from LGIP to ATPL Savings account. K. King 2nd. Roll call vote: J. Eller - yes, J. Elsarelli - yes, M. Szost - yes, K. King - yes, J. Baldiga - yes.

J. Baldiga moves to accept the Financial Report. J. Eller 2nd. Roll call vote; J. Eller - yes, J. Elsarelli - yes, K. King - yes, M. Szost - yes, J. Baldiga - yes, motion approved.

**Director's Report:** Director Walker draws attention to door count increase and indicates that *Junk in the Trunk* was part of the draw. Director noted the decrease in website visits. Questions if accurate. \*Action item - J. Baldiga to check Google analytics. \*Action item(s) - Director Walker to include (4) general library health, total patrons, door count, items circulated, and to show trends in graph form as a visual tool to measure trends in future reports. This will help to better understand the snapshot of data and could potentially create points for action based on the trends. \*L. Henderson to pull data, J. Baldiga to help create a report in graph form. Discussion took place. Final discussion point - \* Director Walker will create a report that she feels is best for the Board's use.

M. Szost asks about the use of iPads. Director and Director assistant share that the iPads and kindles that are still new are no longer viable. \*Action item- Director Walker to have someone go through iPads and kindles as inventory and to make a plan for future use.

J. Baldiga moves to accept the Director's report. J. Eller 2nd, all in favor. Motion approved & report filed.

Director Walker shares additional information regarding her activities as Director. The Board has recommended going forward this be included in the Director's report. It was added to today's meeting as a continuation of the Director's report. \*Action items from the last meeting for the Director are included as follow up to lease agreement & building maintenance - Mr. Yasso has been busy and will follow up with the Director. Mr. Yasso sent a professional to seal leaking doors.

Director Walker is attending meetings through the Library of Michigan.

New cleaning staff hired - improvement seen.

This concludes the Director's report.

### **Committee Reports:**

**Site Selection:** J. King shared he is working with a realtor looking at zoned commercial properties that may be conducive to a library property. Currently on the MLS are 5, 2-3 acres parcels available. J. King requested feedback from the Board with more information that is needed to continue this search. J. King will share a link from the realtor to the board.

**New Building Committee:** J. Elsarelli shares 2 points.

1. Director & J. Elsarelli shared the need of \$530,000.00 needed to move forward with the new build. Taking out \$530 K was not possible for the site work needed.
2. Question to consider: Is there new property available in order to keep within this dollar amount?

### **The Board moved to a closed session meeting @ 7:58PM**

Discussion took place regarding the New Building project and possible avenues to investigate for the future build.

Adjournment of Closed session at 8:08PM

### **Reconvene to regular meeting at 8:09PM**

A motion by J. Elsarelli to allow the New Building Committee to pursue the acquisition of a potential build site, 2nd J. Baldiga. All in favor. Motion approved.

**Policy:** [ Claimed Return Policy, Lost or Damaged Materials Policy, Music Policy, Remote Work Policy, Reconsideration Form ]

Committee now has a standing meeting on the 2nd Tuesday of the month to make a comprehensive policy for the overall library. Director presented policies at the last meeting as listed;

\*CRP- New policy- returned to the committee for review and resubmittal to the Board. \*Action item for the committee.

LDB Policy - This is an edit of current policy- Lost or Damaged Material(s) Policy. J. Elsarelli moves to accept the revision to the LDB. M. Szost 2nd, all in favor. Motion approved.

MP- Staff use of music policy. J. Elsarelli moves to accept the new playing of music policy with corrections as made during the meeting. K. King, 2nd, all in favor. Motion approved.

RWP - Remote Work Policy - Protection , insurance, and accountability for work from home status. Returned to the policy committee for review.

RCP- Reconsideration Form for complaints against library materials in circulation as taken from ALA - M. Szost moves to accept the use of the form and to put it into action. 2nd by J. Baldiga. All in favor, motion approved.

**Finance:** A brick was sold to the Michigan Educational Association.

**Capital Committee:** No report.

### **Communication:**

### **Old Business:**

- 2023 Budget - Director Walker shared the budget changes to match the rate of overall inflation & saving. A technical clerk would be beneficial in the future. This is reflected in the payroll area of the budget. This will be a future action item for the Director. Motion to accept the 2023 budget as presented by M. Szost, 2nd by J. Baldiga. Roll call vote; J. Elsarelli - yes, K. King - yes, M. Szost - yes, J. Balidiga - yes, J. Eller - yes. All in favor, approved.
- HUD Project Narrative and Line-Item Budget. Tabled for this month.

### **New Business:**

- Consideration of changing Board meeting day clarified not the day but the meeting area within the library.
- Update to Mission and Vision Statement - Director recommends creating a mission statement and vision statement to be brought to the board for approval from the policy committee. Then move to goals and steps. - Discussion took place. \*The Policy Committee will add to the committee action items.
- Investors Forum - Letter & Invitation - Discussion occurred - Clarification of the meeting details discussed. November 29, 2022 investors meeting off the table. Letter Update to investors with possible invite inserts to be included. Revision of the investors update to take place. The Capital committee will complete revision.
- Monthly Board meeting packet process - minutes sent out usually within 1 week following meetings. The Board is asked to share edits to minutes the week received. Close of meeting minute edits will be one week following the sent date. 3 weeks from the next official meeting will be any final packet information deadline.

**Next Meeting: November 15, 2022**

**Adjournment 9:40PM**

Respectfully submitted,

Jennie Eller

Recording Secretary

\*Voice recorded 10-18-2022