

MINUTES

Adrian District Library Board of Trustees Meeting

Tuesday, February 21; 6 pm

The meeting will be held in person at 143 E. Maumee St. Adrian, MI 49221

1. Pledge of Allegiance

2. Call to Order at 6:00pm

Present: Erik Gable, Dalila John, Joaquin Ramos, Aimrie Ream-Taylor

Absent: Monique Savage

3. Approval of Agenda

Motion to approve the agenda for Tuesday, February 21.

Motion: A. Ream-Taylor Second: J. Ramos Vote: Unanimous

4. Approval of minutes from previous meeting held on November 15, 2022.

Motion to approve the minutes from November 15, 2022.

Motion: J. Ramos Second: A. Ream-Taylor Vote: Unanimous

5. Public Comment

None

6. Financial Report

As of January 31, a little over halfway through the fiscal year, the library is at about 50% of the budget not taking into consideration the \$300,000 from the fund balance that was earmarked for capital projects. The only unexpected expenses were updates needed to get in compliance with the fire department inspection. There will be an upcoming charge to purchase a new battery backup for the elevator but we are awaiting an estimate from Great Lakes Elevator. These reports were looked over by the Board Treasurer prior to the meeting.

Motion to approve the financial reports for November 2022, December 2022, and January 2023.

Motion: J. Ramos Second: D. John Vote: Unanimous

7. Committee Reports

None

8. Director's Report

See attached agenda for full report.

Highlights: AVC Technology has taken over the technology for the library and after running diagnostics have agreed that the replacement of the public computers need to be the priority. The Board approved a quote from Prodigy Networks over a year ago; AVC is working to get an updated quote and that is expected in a couple of weeks.

Andy Myers, Marketing and Outreach Assistant, took a new job in Albion and his last day was Feb. 3. J. Wrzesinski modified the position responsibilities and posted the open position internally as a Programming and Outreach Assistant. Zach Henry, currently a Library Clerk was offered the position and he accepted. The open clerk position will not be filled at this time and the marketing portion of the previous position was taken over by Clever Ideas Marketing.

9. Friends of the Library Report

The current focus of the Friends group is expanding its membership base.

10. Unfinished Business

None

11. New Business

- a. Maner Costerisan – auditor presentation on FY2021-22

Presentation given by Ailie Weaver.

- b. Slate of Officers/Committee Assignments for 2023

All current Officers agreed to remain in their positions and J. Ramos agreed to fill the open Secretary position. Committee assignments have been delayed until M. Savage is present and J. Ramos has a chance to look over the duties involved with each committee.

Motion to approve the slate of Officers.

Motion: A. Ream-Taylor Second: J. Ramos Vote: Unanimous

- c. Approval of proposed changes to Library Page Position

This is a summary of the recommendations made by the HR committee back in November 2022. This would allow the Library Director to increase the pay and Paid Time Off for this position if/when changes are made to be in compliance with all applicable laws. It also states that if/when the employment of the current employee is terminated, the Library Page position will be eliminated and the position duties will be absorbed by the Library Clerk positions.

Motion to approve the proposed changes to the Library Page Position.

Motion: J. Ramos Second: A. Ream-Taylor Vote: Unanimous

- d. Review of proposals for moving sprinklers around stained glass wall

This came about because of the fire inspection back in November 2022. The current placement of the sprinkler system on either side of the stained glass wall is not in compliance with the fire code. Krieghoff Lenawee has provided two proposals to accomplish compliance - the first is to remove the stained glass wall and install a new railing across the balcony for the sum of \$18,481. The second option is to relocate and add sprinkler heads to put us in compliance for the sum of \$33,544. We had asked for a third option that would lower the stained glass wall allowing all but one of the stained glass pieces and removing all of the plain glass panels but Krieghoff Lenawee said once they started pricing out that option they realized it would be more expensive than option 2.

J. Wrzesinski will contact the City Administrator to see if the City will consider incurring all or part of the cost of this as this is a city-owned building and the library was a city department at the time this wall was installed.

J. Wrzesinski pointed out that there are still other areas in the building that need to have sprinklers relocated or switched out due to age but is still waiting on quotes for those specific projects. This cost is only to fix the sprinklers in the Youth Services Area.

Motion to approve the quote for the sprinkler head relocation from Krieghoff Lenawee.

Motion: J. Ramos Second: D. John Vote: Unanimous

e. Review of AEG proposal for lighting repairs

This estimate covers removal and replacement of lights in the cafe/makerspace area and in the vestibule and front of the library building, as well as installation of new battery back ups in that area.

Motion to approve the AEG proposal for lighting repairs.

Motion: A. Ream-Taylor Second: J. Ramos Vote: Unanimous

f. Review of Library Design Associates Proposal for Youth Services Area Redesign Project

A general discussion was held about the LDA proposal for the Youth Services Area remodel. The quote came in at \$300,525. J. Wrzesinski is uncomfortable with spending the full \$300,000 on the Youth Services especially with the cost of the sprinkler relocation project that needs to be taken care of and considering that the LDA quote doesn't include painting or the electrical work needed to complete the Youth Services project.

This quote includes replacing all shelving in that area and there could be an opportunity to only replace the tops or sides of the existing shelving. There are also line items such as the canopy tree style columns, 4 custom mobile displays, and a new display case that can easily be eliminated. In the next meeting with Matt deBear, Library Design Associates, the plan is to discuss a budget of \$200,000-250,000 and ask for a better breakdown on the proposal to help make discussions on where cuts or changes can be made.

g. Discussion about EDI Programming

D. John would like to make sure that the library is acknowledging heritage and/or national history months. The library has focused on not only acknowledging these during the months but making sure we have programs focused on this during other times of the year as well. The library is hoping through its new programming and outreach committee to partner with more groups such as the NAACP and the League of Women Voters for events in the future.

h. Discussion about City of Adrian's Juneteenth Holiday

In 2022 the City of Adrian added 3 new holidays and because the library leases a city employee, the library made it fair to other staff by giving them 3 floating holidays to make up for this so the library wasn't close to the public. The question is whether the library should close in observance of the Juneteenth holiday or should the staff be given an extra floating holiday. A general discussion was held; D. John noted that Juneteenth is a celebration of independence and freedom and should be honored as such.

Motion to close in observance of Juneteenth annually on June 19, unless it falls on a weekend, in which case the library will close on the following Monday.

Motion: A. Ream-Taylor Second: D. John Vote: Unanimous

12. Public Comment

None

13. Board Member Comment

None

14. Announcements

None

15. Next Meeting: Tuesday, March 21 at 6 pm

16. Adjournment at 7:27pm.

Respectfully submitted,
Chelsey Boss, Recording Secretary