

## MINUTES

### Adrian District Library Board of Trustees Meeting

Tuesday, June 20; 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 6:01pm

Present: Erik Gable, Brandi Johns, Joaquin Ramos, Aimrie Ream-Taylor

Absent: Monique Savage

At the request of the Board, the Library Director will look into options for meeting openings instead of the Pledge of Allegiance. Possibly adding a moment of reflection, inspirational quote or reading of the mission instead.

3. Approval of Agenda

Motion to approve the agenda with the addition of another new business item, Library Director Contract Amendment.

Motion: J. Ramos

Second: A. Ream-Taylor

Vote: Unanimous

4. Approval of minutes from previous meeting held on May 16, 2023.

Motion to approve the meeting minutes as written for May 16, 2023.

Motion: B. Johns

Second: J. Ramos

Vote: Unanimous

5. Public Comment

None

6. Financial Report

There is currently a very healthy fund balance which is great considering the upcoming youth services department remodel and the technology upgrades that will be coming up this next fiscal year. There were no unexpected expenses.

Motion to approve the financial report for May 2023.

Motion: J. Ramos

Second: A. Ream-Taylor

Vote: Unanimous

7. Committee Reports

The Finance Committee met earlier today (6/20/23) to look over the budget proposed for next year and the budget amendments for the current fiscal year. Nothing was changed to the proposed budget as a result of the meeting.

8. Director's Report

For the full report see the Board Meeting Packet.

Highlights:

- There have been several people sleeping in library square and there have been some patrons who have complained about it.
- Another bike was stolen from behind the library and in light of this incident signs were posted by both entrances about the bike locks that are available to borrow from the main desk.

- There has also been an increase in patrons congregating by the entrances to the library which may cause other individuals to be uncomfortable about approaching the building. Staff have been attempting to crack down on these patrons when it is noticed.
- During Artalicious, there will be a Student Art Show on display and the Artist Lounge will be held in the Community Room.

#### 9. Friends of the Library Report

Susan Nichols, Friends of the Library Board Secretary, shared information regarding their newsletter. She is working to put together the Ballot Question Committee, so far those who have turned them down have said they would give money or give time but don't want to attend committee meetings. The fundraising committee will begin planning the next "Loud at the Library" event on June 27.

#### 10. Unfinished Business

None

#### 11. New Business

- Board Officer Positions – Vice President is currently vacant  
Motion to move Joaquin Ramos from the Secretary position to Vice President and move Brandi Johns to the Secretary position.  
Motion: A. Ream-Taylor      Second: J. Ramos      Vote: Unanimous
- Approval of 4<sup>th</sup> Quarter Budget Adjustments for FY2022-23 Budget  
Typically in the past this was completed in August. When the audit report was issued the auditor said you only have until the end of the fiscal year to make amendments to the budgets. The budget resolution allows the Library Director to make cost center adjustments up to \$5,000 in all but two cost centers, personnel and capital outlay. There are no issues with either of those categories this fiscal year but ones listed on the memo are ones that are above the \$5,000 limit. The final budget will be amended and presented at the August meeting.  
Motion to approve the 4th quarter budget adjustments for FY 2022-23 budget.  
Motion: J. Ramos      Second: A. Ream-Taylor      Vote: Unanimous
- Approval of FY2023-24 pay range scale for library employees  
The scale is similar to the scale created last year except the cost of living adjustment (COLA) this year is 5% based on the Bureau of Labor Statistic statistics. Each position received a 5% COLA increase with each subsequent step increased by 3%. Efforts are made to keep pay in a range that allows the library to be competitive and retain staff while also keeping pace with the cost of living. The library director does have an option with new hires to start them at a higher step based on education or experience. The one exception to that is the Page position, which is set at minimum wage.  
Motion to approve the FY 2023-24 pay range scale for library employees.  
Motion: J. Ramos      Second: A. Ream-Taylor      Vote: Unanimous
- Approval to amend the Library Director's Contract  
The salary is listed in the contract and can be amended by the Library Board. The director is currently at step 5 on the pay scale.  
Motion to amend the director's contract to set an annual salary of \$91,760 effective July 1, 2023.  
Motion: A. Ream-Taylor      Second: B. Johns      Vote: Unanimous
- Public Hearing & Budget Approval for FY2023-34

There was no Headlee reduction this year as in the past two years so the full amount that can be levied is still 2.4817 mills. J. Wrzesinski expects approximately the same amount from the millage this fiscal year. The \$350,000 from the fund balance that is listed under revenue is primarily intended for the youth services renovation project and the public and staff computers that need to be upgraded. The cost of printing has significantly increased and the director has recommended increasing the cost of printing and copying.

i. Public Comment

None

ii. Resolution to approve FY2023-24 Budget

Motion to approve the Budget for the FY 2023-24.

Motion: J. Ramos

Second: B. Johns

Vote: Unanimous

f. Approval of Circulation Policy/Proposed changes to fines & fees table

The changes include removing the processing fee that is charged for lost or damaged materials. Photocopies/printing would increase \$0.10 per copy so black & white copies would be \$0.25 per side and color copies would be \$0.35 per side. The director proposes adding laminating services for \$1 per page, which will cover the materials and staff time. She also proposed an increase in replacement cost of DVD and audiobook cases, since the cost of those has increased. The replacement cost of bags will remain the same but she has added in the Library of Things instead of just book/cd sets and puppets. Another change would be maxing fax costs at \$10 per use. A statement was added about fees associated with missing pieces, noting that prices will vary based on whether an individual piece can be replaced or whether the entire item/kit has to be replaced. There was also nothing in the policy about the fees associated with Wi-Fi Hotspots so a statement was added noting that those fees are listed in the hotspot policy. J. Wrzesinski asked that everything take effect immediately with the exception of the cost for printing/copying, which she would like to start on August 15 so there is adequate time to notify the public of the change.

Motion to approve the changes to the fine and fees table in the Circulation Policy.

Motion: B. Johns

Second: J. Ramos

Vote: Unanimous

12. Public Comment

None

13. Board Member Comment

Thank you Susan for coming and presenting.

14. Announcements

The Assistant Director stated that there will be a focus on promoting Corporate Cards and services available to businesses.

15. Next Meetings: Tuesday, August 15 at 6 pm

The Board can set the schedule for meetings if the current date/time is inconvenient. There may be some dates that conflict with the City Commission meetings.

16. Adjournment at 6:49pm

Respectfully submitted,

Chelsey Boss, Recording Secretary