

MINUTES

Adrian District Library Board of Trustees Meeting

Tuesday, January 15, 2019; 6 pm

Adrian District Library 143 E. Maumee St. Adrian, MI 49221

1. Pledge of Allegiance

2. Call to Order at 6:00pm

Present: Robert Behnke, Brenda Dunn, Erik Gable, Donna Musolf, Tiffany Olsaver

3. Approval of Agenda

Motion: T. Olsaver

Second: D. Musolf

Vote: Unanimous

4. Approval of Minutes from previous meeting: November 20, 2018

Motion: D. Musolf

Second: E. Gable

Vote: Unanimous

5. Public Comment

None

6. Financial Report

The old Library Fund account with the City has been closed; the City cut a check for the remaining amount of \$56,897.48. J. Wrzesinski deposited the check into the new library account and is working with Donna Baker & Associates to make sure everything is reconciled. Changes have been made with the State of Michigan Vendor Systems to ensure State aid payments will now be sent to the proper account. E. Gable inquired whether the separation from the City finances is completed at this point. J Wrzesinski reported that she is still working with the City on what investment accounts the library has. The library is set up with a Michigan Class account but nothing has ever been deposited into that account. B. Behnke inquired whether a separate account has been created for capital projects. J. Wrzesinski reported that this is expected to be completed before the end of this fiscal year but will need to involve more board discussion about how much of the library's general fund should be placed in such an account.

Motion to approve Nov. and Dec. financial statements

Motion: D. Musolf

Second: E. Gable

Vote: Unanimous

7. Committee Reports

None

8. Director's Report

See Attached

9. Friends of the Library Report

None

10. Unfinished Business

None

11. New Business

- a. Approval of hiring of Rebecca Sears as new part-time Library Clerk

Motion to approve Rebecca Sears as part-time Library Clerk

Motion: T. Olsaver

Second: D. Musolf

Vote: Unanimous

b. Review and approval of Privacy Policy

Library attorney, Gary Bender, has previously looked over Privacy Policy. Question raised, does gender field have a non-binary option. It does not offer a non-binary check box but the system does not force a choice and library staff is not collecting that data in new accounts.

Motion to approve the Privacy Policy as written

Motion: T. Olsaver

Second: E. Gable

Vote: Unanimous

12. Public Comment

None

13. Board Member Comment

E. Gable inquired whether the café exterior door has to be locked and closed if the café is closed but the library is open. J. Wrzesinski reported that per the café's lease with the City of Adrian, they are allowed to have different hours than the library, but security gates and doors must be locked to make sure that library users don't have access to the café when it is closed and vice versa. A discussion was held regarding the fact that the library is paying for the cost of some of the café utilities and maintenance but is not receiving any compensation from the café or the City of Adrian. R. Behnke will discuss with Mr. Burd, City of Adrian Administrator.

14. Announcements

None

15. Next Meeting: Tuesday, February 19, 2019 at 6 pm

16. Motion to Adjourn at 6:42pm

Motion: D. Musolf

Second: T. Olsaver

Vote: Unanimous

Respectfully submitted,  
Chelsey Boss, Recording Secretary