

Minutes

Adrian District Library Board of Trustees Meeting
Tuesday, February 19, 2019; 6 pm
Adrian District Library 143 E. Maumee St. Adrian, MI 49221

1. Pledge of Allegiance
2. Call to Order at 6pm
Present: Robert Behnke, Erik Gable, Tiffany Olsaver
Absent: Brenda Dunn, Donna Musolf
3. Approval of Agenda
Motion: T. Olsaver Second: E. Gable Vote: Unanimous
4. Approval of Minutes from previous meeting: January 15, 2019
Motion: E. Gable Second: T. Olsaver Vote: Unanimous

5. Public Comment
None

6. Financial Report
With the overall millage funding coming in \$50,000 less than budgeted, funds will need to be moved around. It looks like there will be funds left in collection development and capital and technology improvements.

Last May an estimate was provided by Adrian Mechanical for the replacement of the boilers. Kirk Chambers with Chambers Control will develop a report with the status of the boilers and chiller; Chambers has been servicing the HVAC system in this building for several decades and they also manage the control work needed with the virtual frequency drive. The current boilers were installed in 1989 and the chiller in 1994. B. Behnke inquired whether there would be a significant cost savings if the entire system is replaced at one time and what experience Adrian Mechanical and Chambers Control have dealing with humidity control and addressing the mold issues in the Heritage Room and the "summer smell" in the lower level lobby. J. Wrzesinski will do further research on this, but noted that Kirk Chambers stated that the library's current system uses geothermal cooling, which is the most energy efficient method available.

Bathroom upgrades are on the library's list of necessary capital improvement projects in the next 5 years, but J. Wrzesinski has not moved forward on obtaining estimates for this project yet. She will contact the new City Administrator to determine the procedure for having the City approve capital projects since they own the building.

E. Gable mentioned that the Croswell Opera House was able to get some funding from Consumers Energy with their Business Energy Efficiency incentive program and recommended that the director look into this to see if it would be an option for the library.

Motion to approve financial report: T. Olsaver Second: E. Gable Vote: Unanimous

7. Committee Reports
None
8. Director's Report
See attached

9. Friends of the Library Report

J. Shultz, Vice President of the Friends of ADL, reported that their annual used books sale will be held on March 14-16. They have created coupons for a free paperback book that library staff will be distributing to library visitors ahead of the sale. The next Friends member meeting is a strategic planning session that will be held at the library on Saturday, May 11 at 10 am.

10. Unfinished Business

None

11. New Business

a. Approval of change to Circulation Policy loan periods

Changes include the loan period of all DVDs to 7 days, circulation of a wireless hotspot for library use at community events and for city business owners to borrow for 3 days, and an updated list of equipment available to be checked out.

Motion: T. Olsaver

Second: E. Gable

Vote: Unanimous

12. Public Comment

None

13. Board Member Comment

B. Behnke inquired about the status of the library's strategic planning process. J. Wrzesinski reported that a community profile that was created by a graduate student at University of Michigan has been shared with board members. Woodlands Library Co-op director, Kate Andrade, has strategic planning experience and has agreed to help with the creations of a strategic plan for the Adrian District Library. J. Wrzesinski will schedule this session with the Board, as well as some focus groups with community members.

B. Behnke mentioned that authors Joe Kelley and Nick Rokicki have a new children's book that will be released soon. The book is rooted in Hispanic/Latino culture featuring ducks.

14. Announcements

None

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

16. Meeting adjourned at 6:43 pm.