

# MINUTES

## Adrian District Library Board of Trustees Meeting

Tuesday, March 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: Bob Behnke, Brenda Dunn, Erik Gable, Donna Musolf  
Absent: Tiffany Olsaver
3. Approval of Agenda  
Motion: D. Musolf                      Second: E. Gable                      Vote: Unanimous
4. Approval of Minutes from previous meeting: February 19, 2019  
Motion: D. Musolf                      Second: B. Dunn                      Vote: Unanimous
5. Public Comment  
None
6. Financial Report  
Will review the need for 3<sup>rd</sup> quarter budget adjustments at the April meeting.  
Motion to approve February financial statements.  
Motion: E. Gable                      Second: D. Musolf                      Vote: Unanimous
7. Committee Reports  
None
8. Director's Report  
See attached
9. Friends of the Library Report  
Julie Schultz reported that almost \$1,000 was raised during the 3-day book sale. The unsold items are to be picked up by Goodwill. The next Friends of the Library meeting will be May 11 and will focus on strategic planning. The Friends are planning a book sale to take place during Art-A-Licious in September.
10. Unfinished Business  
None
11. New Business
  - a. Changes to Personnel Policy
    1. Change that would prohibit staff from wearing jeans or denim pants  
Motion: B. Dunn                      Second: D. Musolf                      Vote: Unanimous
    2. Recommended change to the Employee Paid Time Off policy. The recommended change would be that upon leaving employment with the library PTO would be paid out based on percentage of total accumulated hours rather than an a specific amount per day.  
Table for April meeting to allow for a cost benefit analysis to be completed.

b. Michigan CLASS Account

No funds were put into this account. With funds in the account completely liquid there is no risk involved with moving funds into it to earn interest.

Motion to approve the sum of up to \$300,000 being moved into Michigan CLASS account at the director's discretion after consulting with Donna Baker & Associates and reporting back to the Library Board.

Motion: E. Gable

Second: B. Dunn

Vote: Unanimous

12. Public Comment

None

13. Board Member Comment

March is reading month and a new book by Joe Kelley and Nick Rokicki will be out within the next month.

B. Behnke inquired about budget planning for the next fiscal year. J. Wrzesinski is working on a draft now; the tax rate request is due to the city at the end of May, so a draft will be presented to the Board at the April meeting, at which time the Board will need to discuss whether to keep the millage at the current 2.5 mils or lower it.

14. Announcements

None

15. Next Meeting: Tuesday, April 16, 2019 at 6 pm

16. Meeting adjournment at 6:41pm

Respectfully submitted,  
Chelsey Boss, Recording Secretary