

## MINUTES

### Adrian District Library Board of Trustees Meeting

Tuesday, April 18; 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 6:14pm  
Present: Dalila John, Joaquin Ramos, Aimrie Ream-Taylor, Monique Savage  
Absent: Erik Gable
3. Approval of Agenda  
Motion to approve the agenda for April 18, 2023.  
Motion: A. Ream-Taylor      Second: J. Ramos      Vote: Unanimous
4. Approval of minutes from previous meeting held on March 23, 2023.  
Motion to approve the minutes from the March 23, 2023 meeting.  
Motion: A. Ream-Taylor      Second: J. Ramos      Vote: Unanimous
5. Public Comment  
None
6. Financial Report  
Prior to this meeting the Library Board Treasurer did look through the report. There was nothing unexpected during the last month. Library Director, Jen Wrzesinski, anticipates ending the year with a fund balance of around \$400,000, not including approving of the remodel of Youth Services. Question was raised about the status of the retirement accounts that were not set up like they should have been. A new attorney was recommended that has a better understanding of the tax issues. The process to rectify this could take 12-15 months, according to the attorney.  
Motion to approve the financial report from March 2023.  
Motion: M. Savage      Second: J. Ramos      Vote: Unanimous
7. Committee Reports  
No committee reports.
8. Director's Report  
See the agenda for the full report.  
Highlights: A bed bug inspection was held and there were four hits, two on furniture and two on books. All areas were cleaned and treated. The library is as proactive as one can be with bed bugs. Inspections are held quarterly, furniture is cleaned with Steri Fab weekly, donations are heat treated upon arrival, and staff look through all items returned and treat/clean if there are any signs of bed bugs. There has been at least one Board Member Application submitted. Any application received will be sent to the Board members for review.
9. Friends of the Library Report  
No Friends were present but the next Friends meeting is on May 6 at 10am.

## 10. Unfinished Business

### a. Library Design Associates Proposal for Youth Services Area Redesign

There are some photos of the finishes, paint colors, and fabric patterns. There is also more of a price breakdown between labor and materials. Adrian Electric and Generator (AEG) are working on a quote for the cost of adding, moving, and removing outlets in YSD. AEG was also asked if they can move the data ports for the computer stations, if they cannot, we will need to get a quote for that work.

Motion to approve the Youth Services redesign project with a budget of \$265,000, but leaving \$10,000 contingency threshold.

Motion: M. Savage

Second: J. Ramos

Vote: Unanimous

## 11. New Business

### a. Student Library Cards – General Discussion

About 2 years ago, the Board discussed the idea of issuing a student library card to all Adrian Public School and Lenawee Christian students, At that time, there was little interest.

The library would like to offer virtual student library cards to APS and LCS middle and high school students. The idea would be to give students access to all of the databases and downloadable collections, with the exception of Hoopla. Hoopla is excluded because of the cost associated with it. The library has several databases that provide test prep and homework help that would be beneficial to students. This would allow access without the barriers of parents having to come in and sign off on juvenile applications. If the school supports this initiative it would need to be promoted with as much transparency as possible to eliminate confusion and focus on the positive. The goal is to improve equity for the students. If the school could add an opt out option on the student registration paperwork that would be ideal. The Board would support moving forward and talking with the schools but would like to know if the school has any idea what percentage of students live outside of the library's service area.

### b. Painting proposal from Lenco Painting

Lenco has provided a quote for painting the Teen Area and the West wall once the shelves are off the wall. These quotes will be used for possible projects in the future.

### c. Unused shelving in storage rooms

The Addison branch of the Lenawee District Library may have any of the furniture and unused shelving in the storage rooms, as long as they move and transport it themselves.

## 12. Public Comment

None

## 13. Board Member Comment

A. Ream-Taylor was able to attend the Trustee Round Table put on by the Library of Michigan. There was a lot of good information provided such as the Handbook for Municipal Office Officials, how state aid works, and the rules for millages and renewals. It was also shared that United for Libraries has short continuing education videos and some Boards will watch one together at the beginning of each Board Meeting. They also reviewed state aid, millage rules, and talked about the oath of office.

## 14. Announcements

None

15. Next Meeting: Tuesday, May 16 at 6 pm

16. Adjournment at 7:19pm

Respectfully submitted,  
Chelsey Boss, Recording Secretary