

## MINUTES

### Adrian District Library Board of Trustees Meeting

Tuesday, May 16; 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

Present: Erik Gable, Joaquin Ramos, Aimrie Ream-Taylor, Monique Savage

3. Approval of Agenda

Motion to approve the agenda for May, 16, 2023.

Motion: A. Ream-Taylor      Second: J. Ramos      Vote: Unanimous

4. Approval of minutes from previous meeting held on April 18, 2023.

Motion to approve the minutes from the April 18, 2023 board meeting.

Motion: J. Ramos      Second: A. Ream-Taylor      Vote: Unanimous

5. Public Comment

None

6. Financial Report

There were no unexpected expenses during the past month. There is a month and a half left of the fiscal year. J. Wrzesinski noted that June expenditures are typically higher than any other month of the year due to the start of the summer reading program and many service contracts are renewed in June as it is the end of the fiscal year. She projects approximately \$400,000 to be in the fund balance at the end of the fiscal year. A. Ream-Taylor reviewed the financial statements prior to tonight's meeting. J. Wrzesinski noted that writing a financial policy is part of the Public Library Financial Management Cohort class she is currently enrolled in, and plans to draft a Fund Balance policy for Board approval in the fall.

Motion to approve the financial report for April 2023.

Motion: M. Savage      Second: J. Ramos      Vote: Unanimous

7. Committee Reports

None

8. Director's Report

For a full report see the attached.

Highlights:

- The sprinkler head relocation project around the stained glass wall was completed by Krieghoff Lenawee on May 1, but no invoice has been received yet. J. Wrzesinski is hopeful the final cost will come in under the original cost estimate since they did not have to cut as many holes in the ceiling as they originally planned on.
- Matt with Reeves stopped back in and did a walk through of the building in order to provide a quote on resolving the remaining sprinkler issues throughout the building.

- The sharps containers have been removed from the 3 restrooms on the main floor. At least one person has been attempting to break into them, and one unit is completely broken. For now the containers in other restroom locations will remain and a container will be installed in the staff work area.

#### 9. Friends of the Library Report

The Friends have agreed to sponsor a 1 year subscription to the Library Speakers Consortium (LSC). The LSC puts on 2-3 live-virtual author talks a month. Anyone will be able to attend the live events or watch the recordings of past events.

Susan Nichols, Friends of the ADL Vice President, has agreed to head up the Millage Committee for next year's millage renewal.

#### 10. Unfinished Business

None

#### 11. New Business

##### a. Krieghoff Lenawee Proposal for Teen Area

The library received a quote from Krieghoff Lenawee to complete some of the proposed changes to the Teen Area that were designed by Black Raven Architects last year. Changes need to be made to make the space more appealing to teens and to make it more clear that the space is intended for teens and not the general public. Some changes have already been completed, such as moving all four teen computers into the teen area, and moving the circulating collection out of the area so that teens have more social space and non-teens have better access to the collection. Some of the furniture that was purchased for the Community Room from Airea in 2019 has been moved to the area. The proposal from KL is to enclose part of the Teen area with a wall/window and install new carpeting. It will be a half wall with a storefront window system to match existing windows on top. When including the quote from Lenco Painting (provided at the April board meeting) the estimated cost of the entire project will be just over \$15,000.

Motion to approve the proposal from Krieghoff Lenawee for the half wall/window system and carpet along with the quote from Lenco Painting to paint the Teen Area.

Motion: J. Ramos                      Second: A. Ream-Taylor                      Vote: Unanimous

##### b. Resolution to approve 2023 Millage Rate Request

The Library Director recommends levying the full 2.4817 allowed for the next year. The estimated revenue for this year was \$1,000,000 and to date we received approximately \$955,000.

Motion to authorize the millage rate of 2.4817 beginning July 1.

Motion: M. Savage                      Second: A. Ream-Taylor                      Vote: Unanimous

##### c. Review of Board Member applications for recommendation to City of Adrian

A general discussion was held regarding the two applications received from C. Mesaros-Winkles and B. Johns for appointment to the ADL Board. All members generally agreed that either applicant would be a great addition to the Library Board. Both applicants have worked with other board members on other committees. J. Ramos noted that B. Johns has financial

experience along with experience being on the Housing Help for Lenawee Board that might be helpful given many of the current issues the library is facing.

Motion to recommend Brandi Johns to the City of Adrian to fill the open position on Adrian District Library Board.

Motion: J. Ramos

Second: M. Savage

Vote: Unanimous

d. Upcoming Library Director Evaluation

It is in the Library Director's contract that an annual evaluation will take place prior to the end of each fiscal year. The assistant director will send out the Administration and Human Resource piece of the evaluation and send out to all staff for input if they wish to provide any. The director will complete a self evaluation. The staff input and the self evaluation will all be sent to the Library Board no later than June 6, 2023.

e. Computer replacement proposal from AVC Technology

The library is still waiting on the quote from AVC Technology. A year and half ago, the Board approved \$41,000 for new public computers, a new laptop lab, and a few new staff computers. Motion to authorize up to \$45,000 be spent on new computers and laptops.

Motion: A. Ream-Taylor

Second: J. Ramos

Vote: Unanimous

f. Discussion of Millage Renewal - 2024

The current millage expires Dec. 31, 2024. It is J. Wrzesinski's recommendation that we try for the vote in May or August of next year so if it was to fail there would be the November election to try again. However, it was recommended to avoid the November election, if possible. Some board members were curious about what language was on the ballot in the last millage vote.

12. Public Comment

None

13. Board Member Comment

None

14. Announcements

Sharon Emery, Michigan Notable Book Author, will be at the library for an author talk on Wednesday, May 17 at 6:30pm.

15. Next Meetings: Tuesday, June 20 at 5 pm: Special Meeting – Library Director Evaluation; followed by regular meeting & public budget hearing at 6 pm

16. Adjournment at 7pm

Respectfully submitted,  
Chelsey Boss, Recording Secretary