

## MUSKEGON AREA DISTRICT LIBRARY

A meeting of the Muskegon Area District Library Board was held on Monday, July 15, 2024, at 4:00 p.m. at the Muskegon Area District Library – Administration Office, 4845 Airline Road, Muskegon, MI 49444. Staff present: B. Hall, R. Suszek, A. Paparella, Mary Higginbottom-Johnson, and A. Susalla. Also present, M. Anderson, Legal Counsel and Patrick Mutchler from Brickley DeLong.

D. Hughes called the meeting to order at 4:00 p.m.

### **ROLL CALL**

**Present:** Simmons, Vanaelst, Richards, Hodges, Hughes

**Excused:** Scolnik, Aerts

**Absent:** Root

### **Approval of Agenda**

**Motion by Hodges, Second by Vanaelst**

**That the Agenda be approved as presented.**

**Motion Carried**

### **Audit Presentation by Patrick Mutchler, Brickley DeLong**

P. Mutchler described how the Library Management Discussion & Analysis (MD&A) accounts for annual changes in the organization, which is helpful in grasping an understanding of yearly fluctuations. He highlighted the pension plan is well funded. Looking at the total net position, it has two categories: Fixed assets are items such as equity in buildings, collection of materials, and investments made in buildings. However, as these are equity, they are not available for use. The unrestricted assets are funds available for MADL expenses. He pointed out MADL had an increase in contributions. He expressed no significant changes to MADL's financial statement notes of accounting policies.

### **Board Development**

None.

### **Consent Agenda**

**Motion by Hodges, Second by Simmons**

**That the Consent Agenda be approved as presented.**

**Motion Carried**

### **Vouchers**

R. Vanaelst commented on the find of the electric bill issue between the Airline Office Plaza Condo Association and MADL. The Condo Association has been paying MADL's costs for several years. MADL will reimburse the Condo Association for these costs. R. Suszek expressed the refund was the proper way to manage this discovery.

**Motion by Hodges, Second by Vanaelst**

**That the Vouchers for June 2024 be approved as presented.**

**Committee Reports**

None.

**Reports/Questions**

R. Suszek reported on a couple issues bringing concern at the Holton Branch. This has brought forth conversations about staffing and safety. Staffing will be reviewed and analyzed, and considerations will be brought back to the Board.

Since the launch of the new Bibliocommons app and catalog, MADL's circulation has continued to increase.

R. Suszek spoke of the change of direction with regards to the Hackly Public Library's participation in the Muskegon County Libraries Collaboration. MADL is evaluating the situation to determine how to move forward.

**Old Business**

**Strategic Plan -**

R. Suszek reported on the all-staff in-service day on June 19, at P.J. Hoffmaster State Park. It was well received by the staff. It was a wonderful opportunity for all staff to get together with coworkers. Discussions on how libraries welcome all and uphold our patron code of conduct were part of the day.

R. Suszek distributed the new MADL logo with variations of the "M" as requested by the Board.

**Motion by Vanaelst, Second by Richards**

**That the MADL Board approves the third option of the MADL logo as designed by Kindred Marketing.**

**ROLL CALL**

**Ayes: Richards, Simmons, Vanaelst, Hodges, Hughes**

**Nays: None**

**Motion Carried**

**North Muskegon Branch Proposal -**

D. Hughes and R. Suszek reported that MADL will not be moving forward with purchasing the North Muskegon building.

**New Business**

The approval of Audit of Financial Statements for year ending December 31, 2023

**Motion by Hodges, Second by Richards**

**That the Audit of Financial Statements for year ending December 31, 2023, be approved as presented.**

**ROLL CALL**

**Ayes: Richards, Hodges, Hughes, Vanaelst, Simmons**

**Nays: None**

**Motion Carried**

J. Hodges asked B. Hall to summarize this report. B. Hall explained this report shows MADL complies with GASB Pension plan requirements. It also explains each of the GASB requirements.

**Motion by Hodges, Second by Simmons**

**That the MERS Annual Actuarial Valuation for year ending December 31, 2023, be approved as**

**presented.**

**ROLL CALL**

**Ayes: Richards, Hodges, Hughes, Vanaelst, Simmons**

**Nays: None**

**Motion Carried**

**Public Comment**

None.

**Board Comment**

L. Simmons expressed that due to the new Bookmobile stop at Bethlehem Park, many people have signed up for library cards. She has discussed the possibility of continuing this stop into the fall with Bookmobile personnel.

R. Vanaelst asked if the Magician would be rescheduled due to the power outages closing branches. R. Suszek said the program locations were moved so that the magician did not have to cancel any programs.

D. Hughes mentioned, with B. Scolnik unavailable, who would oversee the meeting if he was not able to attend. The solution was a board member would fill in.

J. Hodges and R. Vanaelst will be out of town and not able to attend the August meeting.

**Adjournment**

**Motion by Vanaelst, Second by Hodges**

**That the meetings adjourn at 4:44 p.m.**

**Motion Carried**

**Reviewed and Approved by Jennifer Hodges, Treasurer**