

MUSKEGON AREA DISTRICT LIBRARY

A meeting of the Muskegon Area District Library Board was held on Monday, December 16, 2024, at 4:00 p.m. at 4845 Airline Road, Muskegon, 49444.

Staff Present: R. Suszek, B. Hall, K. Ferski, M. Chandler, K. Wisniewski J. Endres and S. Rinsema-Sybenga. M. Anderson, Legal Counsel, was also present.

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

ROLL CALL

Present: Hodges, Hughes, Richards, Simmons, Scolnik

Excused: Vanaelst, Aerts,

Absent: A. Root

Approval of Agenda

**Motion by Hodges, Second by Simmons
That the Agenda be approved as presented**

Motion Carried

Board Development

Diana Wenger, Early Literacy Coordinator for MADL, gave an update on the successes of the Big Read program and showed the board books created by the Story Project. It was a remarkably successful endeavor.

Consent Agenda

Motion by Hodges, Second by Richards

That the Consent Agenda be approved as presented.

Motion Carried

Vouchers

Motion by Hodges, Second by Scolnik

That the Vouchers for November 2024 be approved as presented.

ROLL CALL:

Ayes: Aerts, Scolnik, Hughes, Richards, Simmons, Hodges

Nays: None

Motion Carried

Committee Reports

Motion by Hodges, Second by Scolnik

That the Personnel Committee Minutes from December 9, 2024, and the Finance Committee meeting minutes from December 9, 2024, be accepted and placed on file.

Motion Carried

Reports

R. Suszek commented on a situation at the North Muskegon Branch Library regarding janitorial services. The City terminated the janitorial contract and has yet to put a new program in place. The Director will send a letter to the city notifying them that MADL will assume responsibility for janitorial services immediately. If janitorial services are not restored, MADL would have to look at closing that library facility.

B. Hall introduced her new Finance Assistant Kelly Ferski. K. Wisniewski spoke of the grant MADL received which enabled MADL to acquire air purifiers for all locations. J. Endres explained that she would like to put pictures of the MADL Board on the new website and is asking members to arrive a little early at the January meeting to take photos.

Old Business

R. Suszek will be reaching out to the MADL Board for input for the Strategic Planning process and will provide a more detailed update next month.

New Business

Budget amendments for 2024 were reviewed and approved by the Finance Committee December 9, 2024.

Motion by Hodges, Second by Richards

That the MADL Board approves the 2024 Budget Amendments as presented.

ROLL CALL

Ayes: Hodges, Hughes, Richards, Simmons, Scolnik

Nays: None

Motion Carried

Branch Expenditure Reports/Branch Library Reimbursement Costs were reviewed and approved by the Finance Committee December 9, 2024.

Motion by Hodges, Second by Simmons

That the MADL Board approves the Branch Expenditure Reimbursement Costs for payment in 2025 as attached.

ROLL CALL

Ayes: Richards, Simmons, Hodges, Hughes, Scolnik

Nays: None

Motion Carried

D. Hughes said the MADL Position Control Recommendation and Job Description has been approved by both the Personnel and Finance Committees.

Motion by Richards, Second by Simmons

That the MADL Board approves the new full-time non-union position, job title to be determined, for the Muskegon Heights Branch Library.

ROLL CALL

Ayes: Scolnik, Hughes, Richards, Simmons, Hodges

Nays: None

Motion Carried

K. Wisniewski gave some background on the E-rate requests he has in the works. E-rate is a federal program in place for schools and libraries. These funds assist with internet services. The MADL IT Department is bringing three proposals to the MADL Board. These proposals have been approved by the Finance Committee on December 9, 2024.

Motion by Simmons, Second by Scolnik

That MADL enters into a three-year contract with Comcast for an Internet Service Agreement for the Laketon Township location. The three-year contract is not to exceed \$7,554.60 (\$2,518.20 yearly) (plus fees) without further approval of the MADL Board.

ROLL CALL

Ayes: Hodges, Hughes, Richards, Simmons, Scolnik

Nays: None

Motion Carried

Motion by Hodges, Second by Richards

That MADL proceeds with the necessary steps in accordance with the Universal Service Fund to receive funding for Network Fiber Cabling provided by Vector Tech Group. The work is not to exceed \$4,930 without approval of the Board.

ROLL CALL

Ayes: Hodges, Hughes, Richards, Simmons, Scolnik

Nays: None

Motion Carried

Motion by Scolnik, Second by Hodges

The MADL proceeds with the necessary steps in accordance with the Universal Service Fund to receive funding for the IP Consulting Management of Internal Broadband Services contract for three years. The work is not to exceed \$54,540 (\$18,180 per year) without the approval of the Board.

ROLL CALL

Ayes: Hodges, Hughes, Richards, Simmons, Scolnik

Nays: None

Motion Carried

Ron Suszek proposed a \$35 phone reimbursement for management employees. A policy is being drafted outlining the roles and responsibilities that would accompany this reimbursement. This has been approved by both the Personnel and Finance Committees and will be brought to the full board in January.

Public Comment

None

Board Comment

R. Suszek gave an update on negotiations with the City of Norton Shores regarding the purchase of the building at 705 Seminole Road.

The Board reflected on a positive and productive year for MADL.

Adjournment

Motion by Hodges, Second by Richards

That the meeting adjourns at 5:03 p.m.

Motion Carried

Reviewed and Approved by
Jennifer Hodges, Treasurer