

## **MUSKEGON AREA DISTRICT LIBRARY**

A meeting of the Muskegon Area District Library Board was held on Monday, August 18, 2025, at 4:00 p.m. at the Muskegon Area District Library Administration Building, 4845 Airline Road, Muskegon. Staff and Legal Counsel were present.

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

### **ROLL CALL**

**Present:** Vanaelst, Scolnick, Vanaelst, Hughes, Richards, Hodges, Aerts, (Quorum)

**Excused:** J. Hodges, A. Williams, D. Hughes

### **Modification to Agenda**

D. Hughes made modifications to the agenda, moving old business number 8c.: Form L-4029 to the beginning of the meeting.

#### **Motion by Vanaelst, Second by Richards**

**That the MADL Board approves Form L-4029 as presented.**

#### **Roll Call**

**AYES:** Richards, Scolnik, Aerts, Hughes, Vanaelst

**NAYS:** None

**Motion Carried**

### **Approval of Agenda**

#### **Motion by Aerts, Second by Vanaelst**

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

**Motion Carried**

### **Board Development**

None.

### **Consent Agenda**

#### **Motion by Richards, Second by Aerts**

**That the MADL Board approved the Consent Agenda as presented.**

**Motion Carried**

### **Vouchers for July 2025**

#### **Motion by Aerts, Second by Vanaelst**

**That the MADL Board approved the Vouchers for July 2025**

## **ROLL CALL**

**AYES: Vanaelst, Aerts, Arter, Richards, Scolnik**

**NAYS: None**

## **Motion Carried**

### **Committee Reports**

The Finance Committee met on August 8, 2025, and the minutes are attached. R. Suszek reported details of that meeting, specifically the approval of moving the L-4029 to the board for approval, as well as the pass millage budget. Furthermore, R. Suszek sought a motion to postpone the mileage reimbursement policy to allow for further data collection, and he hopes to have this information by the end of the year. The Finance Committee also approved a change to position control regarding finance due to an employee's retirement at the end of September, and the proposal is to upgrade the position to a regional manager. Lastly, R. Suszek mentioned that he would like to keep the Ad Hoc Committee together for a little longer to allow for a wrap-up meeting to discuss the overall strategy and what millage strategies might look like in another 10 years.

### **Reports/Questions**

R. Suszek clarified that there was a correction in his director's report under union negotiations, stating that staff and management had not received salary increases within the last two years. However, Mariel pointed out that for union contract employees, there had been step increases.

R. Suszek shared that he contacted Anthony Chandler with the City of Norton Shores regarding the purchase of the Norton Shores Branch, and the hope is that the council will vote on the purchase agreement. R. Suszek stated the expectation is that a decision will be made on August 19, 2025. MADL can move forward with the leaseback agreement to finalize the sale.

R. Suszek stated that part of the strategic plan was to review hours of operation to see where hours were needed within the community. R. Suszek plans to gather data on door counts, circulation, and building use, etc. He further mentioned that when the recommendation was being put together for the millage increase, MADL remained conservative in terms of the increase to maintain relatively even funding. R. Suszek concluded that this data could be extremely helpful in identifying areas where costs could be reduced and where additional hours could be allocated to be equitable for the community.

M. Chandler-Nash reported that preparation is in place for the October all-staff in-service. The goal is also to update and finalize the crisis response plan to share at the meeting. The in-service will provide active-live drill trainings with local police forces and other professionals.

S. Rinsema provided an article and highlighted the growth that the Muskegon Area Bike Library has had within the last few years, and bike checkouts have doubled this past year. Furthermore, S. Rinsema mentioned that the summer reading program is now over, but both goals of increased enrollment and increased reading have been accomplished.

### **Old Business**

R. Suszek reported on the mileage reimbursement policy, stating that more data will be collected before following through with this policy. The idea of this policy is to create a cap on mileage for the management team to provide a stabilized, annual budget for this expense.

## **Motion by Vanaelst, Second by Arter**

**That the MADL Board postpones further discussion regarding the mileage reimbursement policy until the end of the year.**

**Roll Call**

**AYES: Vanaelst, Aerts, Arter, Richards, Scolnik**

**NAYS: None**

**Motion Carried**

B. Hall spoke to explain the 2025 Revised/2026 Proposed Budgets to clarify that even though MADL passed the millage, the increase will not be in effect until January of 2027. B. Hall stated that the budget is very tight until MADL receives the increase in funds.

**Motion by Aerts, Second by Richards**

**That the MADL Board approves the 2025 Revised/2026 Proposed budget, as presented.**

**Roll Call**

**AYES: Aerts, Vanaelst, Arter, Richards, Scolnik**

**NAYS: None**

**Motion Carried**

**New Business**

R. Suszek will set a meeting with the Personnel Committee before the next board meeting to discuss the Library Manager recommendation in-depth prior to consideration of the full board.

R. Suszek discussed his salary increase, stating that the recommendation made for his salary increase is the same as he has given the management team members. The unfortunate issue thus far is that not all staff members have received an increase due to the ongoing union contract negotiations.

**Motion by Aerts, Second by Vanaelst**

**That the MADL Board approves the salary increase for the Director.**

**AYES: Aerts, Vanaelst, Richards, Arter Scolnik**

**NAYS: None**

**Motion Carried**

**Public Comment**

Laura Abramson, Union Steward for MADL, spoke to address her concerns about not receiving the monthly board packet prior to the meeting. After some discussion, the Board advised that it would review the practice and policy.

**Board Comment**

None.

**Adjournment: R. Scolnik adjourned the meeting at 4:56p.m. Review by Linda M. Aerts 9/5/25**