

## **MUSKEGON AREA DISTRICT LIBRARY**

A meeting of the Muskegon Area District Library Board was held on Monday, September 15, 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:** Aerts, Vanaelst, Hughes, Arter, Hodges, Scolnick, Richards, (Quorum)

**Excused:** A. Williams

### **Approval of Agenda**

**Motion by Hodges, Second by Aerts**

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

**Motion Carried**

### **Board Development**

Diana Wenger, Youth Services Coordinator for MADL, provided an update on the success of the Summer Reading program. This year's theme was "Color Our World". Some highlights of these programs include: 11 teen programs with 83 in attendance and 66 programs for kids with 4,190 in attendance. The additional programs held at the Muskegon Heights Branch brought attendance of 551 people. This year, there was increased competition completion and increased engagement, all done with a sense of fun and dedication from MADL staff. It was a remarkably successful endeavor.

### **Consent Agenda**

**Motion by Arter, Second by Richards**

**That the MADL Board approved the Consent Agenda as noted with corrections to the August 18, 2025, meeting minutes.**

**Motion Carried**

### **Vouchers for August 2025**

**Motion by Hodges, Second by Aerts**

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

### **ROLL CALL**

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

**NAYS: None**

**Motion Carried**

## **Committee Reports**

### **Motion by Hodges, Second by Vanaelst**

**That the Personnel Committee Minutes from August 21, 2025, be accepted and placed on file.**

**Motion Carried**

## **Reports/Questions**

R. Suszek reported that the Purchase Agreement has been signed for the purchase of the Norton Shores Branch, and M. Anderson is working on the Lease Agreement.

R. Suszek reported that union negotiations are in progress, and he is hopeful that an agreement can be brought to the Board soon.

R. Suszek discussed the letter MADL received from Hackley Public Library. After a discussion with D. Hughes about the details of the letter and library services, the Director reached out to HPL, but they are not willing to discuss the library services portion. R. Suszek informed HPL where MADL currently stands.

R. Suszek and A. Susalla reported that Baker & Taylor, MADL's book supplier, has been purchased by another company. MADL has since seen a significant increase in cancellations to the point where other considerations for the purchase of books will need to be made. Currently, Amazon appears to be the best option as a resolution to this situation.

M. Johnson spoke to highlight that there were 2,088 outreach van interactions for the month of August.

S. Rinsema shared that summer reading programs are now over, and MADL is moving into the Big Read season. A community event will be held at the Mart Dock on October 4, 2025, for a Big Read kick-off.

## **Old Business**

R. Suszek provided information for the new Library Manager position. Both the Personnel and Finance Committees have approved the position. The new position will provide direction, clarity, and accountability to the Ravenna, Egelston, and Muskegon Township Branches to inspire a more engaging workforce.

### **Motion by Hodges, Second by Aerts**

**That the MADL Board approves the addition of a Library District Manager position with a base range of \$62,698.67 to \$87,375.67, as part of the reorganization plan per the MADL Strategic Plan, effective 09/15/2025.**

## **Roll Call**

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

**NAYS: None**

**Motion Carried**

### **New Business**

R. Suszek provided information about creating a Facility Naming Policy to establish a set of guidelines governing the naming of MADL facilities. This policy would establish specific criteria designed to align with MADL's values and best interests. He will work on a draft with Mark Anderson to bring to the board for consideration at an upcoming board meeting.

R. Suszek resolved the issue of the board packet request with L. Abramson. The board packet will be provided to her at the time of the board meeting. The Director will draft a Board Packet Distribution Policy to present to the Board next month.

K. Wisniewski shared information about the Norton Shores Tree Evaluation process and the removal of several trees. After meeting with 5 tree service removal companies, a major problem with roughly 15-20 trees was identified. To move forward with this process, a request for purchase needs to be followed as the cost for this will exceed MADL's purchase threshold of \$20,000.00.

R. Suszek presented information on Public Service Hours of Operation. This proposal would add 2 hours per week across the entire district and would maintain staffing levels as they are currently even with the suggested modifications to hours worked. The impact on staff would be minimal. There was a careful review of door counts and attendance at each branch location to evaluate what the needs are for patrons, as well as the cost-effectiveness to MADL if operations were continued as they currently are. R. Suszek asked the members of the board to consider this information, and further discussion on this matter will be held at upcoming board meetings. If the board agrees, this would be scheduled to go into effect January 1, 2026.

### **Public Comment**

None.

### **Board Comment**

None.

**Adjournment: D. Hughes adjourned the meeting at 5:08 p.m.**

**Reviewed by Linda M. Aerts, Board Secretary on 9/6/25**