MUSKEGON AREA DISTRICT LIBRARY

A meeting of the Muskegon Area District Library Board was held on Monday, October 20, 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: L. Aerts, R. Vanaelst, D. Hughes, K. Arter, J. Hodges, B. Scolnik (Quorum)
Excused: K. Richards
Absent: A. Williams

Approval of Agenda

Motion by Hodges, Second by Arter

That the Agenda is approved as presented.

Motion Carried

Board Development
None.

Consent Agenda

Motion by Hodges, Second by Scolnik

That the MADL Board approved the Consent Agenda as presented.

Motion Carried

Vouchers for September 2025

Motion by Aerts, Second by Arter

That the MADL Board approved the Vouchers for September 2025 as presented.

ROLL CALL
AYES: Aerts, Vanaelst, Hughes, Arter, Hodges, Scolnik
NAYS: None

Motion Carried

Committee Reports
The Finance Committee met on October 10, 2025, and the minutes are attached. The Personnel Committee did not meet in October. R. Suszek reported that he will be scheduling a final wrap-up meeting with the Ad Hoc Committee before disbanding.
No Questions, approved as presented

Reports/Questions
In addition to the published report, R. Suszek discussed Board appointments and the expiration of the Ravenna appointment. He asked R. Vanaelst if he was agreeable with R. Suszek contacting the Casnovia Supervisor to discuss the needed appointment and recommend the stellar R. Vanaelst for the position.

R. Suszek shared an updated version of the proposed new MADL service hours. The goal will be to begin communicating the new hours to the public by mid-November, allowing for time to update calendars and marketing materials with the new schedules.

R. Suszek stated that the Union is currently finalizing the negotiated agreement and will be bringing it to the membership shortly. R. Suszek recommended scheduling a Board Work Session in November to review and discuss, with a vote in November.

R. Suszek introduced the new MADL Finance Manager, Amy Bodbyl-Mast.

R. Suszek discussed the wholesale book supplier industry in response to questions asked by B. Scolnik. D. Hughes questioned MADL's current budget for book inventory. R. Suszek reported that MADL's budget is within recommended national standards.

S. Rinsema-Sybenga reported that the Great Start Collaborative funding was not included in the State budget for 2026 and that MAISD has agreed to continue to fund the program through the end of the calendar year to allow for time to seek alternative funding.

Old Business
D. Hughes introduced the prepared motion to approve a lease agreement with the City of Norton Shores to maintain access and use of the Community Room at 705 Seminole Road after the building's completed sale by the City of Norton Shores to The Muskegon Area District Library.

Motion by Hodges, Second by Aerts

That the MADL board approves the terms of the lease agreement, as presented, granting the City of Norton Shores limited access to the Community Room of the Norton Shores Branch Library effective the day of closing.

Roll Call
AYES: Aerts, Vanaelst, Hughes, Arter, Hodges, Scolnik
NAYS: None

Motion Carried

K. Wisniewski reported that four bids were received for tree removal services at the Norton Shores Branch Library. Tree removal will be performed in phases, prioritizing the removal of the most unhealthy and damaged trees.

R. Suszek presented the proposed Library Board Meeting Materials Policy to define parameters and formalize the process and timeframe for distribution of Board meeting materials to Library staff.

Motion by K. Arter, Second by B. Scolnik

That the MADL Board approves the Library Board Meeting Materials Policy, effective 10.20.2025.

Roll Call
AYES: Aerts, Vanaelst, Hughes, Arter, Hodges, Scolnik
NAYS: None

Motion Carried

R. Suszek shared information on the work being done to develop a Naming Policy. R. Suszek has been consulting with legal counsel and will be presenting a formalized draft to the Board next month.

New Business

D. Hughes stated that the Finance Committee met and reviewed proposals received for print equipment services. The Committee is recommending the lowest bidder, Office Machines Company, Inc.

Motion by Hodges, Second by Vanaelst

That the MADL Board approves the Print Equipment Proposal from Office Machines Company Inc. as presented.

AYES: Aerts, Vanaelst, Hughes, Arter, Hodges, Scolnik
NAYS: None

Motion Carried

Public Comment

M. Schneider, representing Montague Friends of the Library group, made a public comment asking the MADL Board to consider staffing a Librarian at the Montague Branch.

Board Comment

None.

Adjournment: D. Hughes adjourned the meeting at 4:50 p.m.