

MUSKEGON AREA DISTRICT LIBRARY

A meeting of the Muskegon Area District Library Board was held on Monday, December 15, 2025, at 4:00 p.m. at the Muskegon Area District Library Administration Building, 4845 Airline Road, Muskegon. Staff present: L. Abramson, A. Bodbyl-Mast, M. Chandler, K. Ferski, J. Foster, B. Hall, R. Suszek, S. Rinsema, K. Wisniewski, and legal counsel, M. Anderson.

D. Hughes, Chair, called the meeting to order at 4:05 p.m.

ROLL CALL

Present: K. Arter, J. Hodges, D. Hughes, B. Scolnik, A. Williams (Quorum)

Absent: R. Vanaelst

Excused: L. Aerts, K. Richards

Approval of Agenda

Motion by Williams, Second by Hodges

That the Agenda was approved as presented.

Motion Carried

Board Development

None.

Consent Agenda

Motion by Hodges, Second by Williams

That the MADL Board approved the Consent Agenda as presented.

Motion Carried

Vouchers for November 2025

Motion by Hodges, Second by Scolnik

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

ROLL CALL

AYES: Arter, Hughes, Richards, Scolnik, Williams

NAYS: None

Motion Carried

Committee Reports

Motion by Hodges, Second by Scolnik

That the MADL Board receive and place on file the Finance Committee Report as presented.

Motion Carried

Reports/Questions

R. Suszek reported that he is continuing to review usage data related to overlapping usage between MADL and Hackley Public Library constituents. He intends to bring information to the Board in January and discuss possible options to address circulation needs.

R. Suszek introduced the new District Manager, Jennifer Foster, who will be overseeing the Egelston, Muskegon Township and Ravenna branch locations.

B. Hall commented that this will be her last Board meeting as a MADL employee and expressed her gratitude for the many years of great experiences.

R. Suszek commented on the circulation report provided by A. Susalla, highlighting that collections purchasing have re-stabilized. MADL is now receiving lots of new materials processed and stocked at the branches.

S. Rinsema-Sybenga reported that MADL was just awarded \$20,000 from the Community Foundation for Muskegon County in partnership with How You Birth Doulas and McLaughlin Grows Urban Farm to offer cooking/nutrition education for new moms and moms-to-be coupled with early literacy programming.

Old Business

R. Suszek presented a finalized draft of a Naming Policy. Upon review and discussion, it was decided that the motion to approve would be delayed until January to allow R. Suszek to incorporate additional language based on Trustee feedback.

New Business

2025 Budget Amendments/Final Budget

Motion by Hodges, Second by Scolnik

That the MADL Board approves the 2025 Budget Amendments/Final Budget as presented.

ROLL CALL

AYES: Arter, Hughes, Richards, Scolnik, Williams

NAYS: None

Motion Carried

Branch Library Reimbursement Costs for 2026

Motion by Hodges, Second by Arter

That the MADL Board approves the Branch Library Reimbursement Costs for 2026 as presented.

ROLL CALL

AYES: Arter, Hughes, Richards, Scolnik, Williams

NAYS: None

MADL Position Control Recommendations

Motion by Hodges, Second by Williams

That the MADL Board approve the 2026 position control plan, to be effective 1/01/2026.

BACKGROUND:

Through the process of succession planning and strategic, professional development of staff, a deficiency with regards to staff management and utilization was identified. The current recommendation to supply more direct supervision with Library District Managers will ensure that each location receives clear and consistent direction that supports development, ensures accountability and improves two-way communication. Additional updates to position control include title adjustments and geographical organizing under regions/ districts that will support the structure of our new employee position control and organizational strategic planning initiatives.

Motion Carried

R. Suszek communicated that the Union vote occurred on Saturday, December 13, 2025, resulting in a 17-10 vote with 2 abstaining, in favor of the Union Agreement as proposed.

Motion by Hodges, Second by Scolnik

That the MADL Board approves the Collective Bargaining Agreement 2026 to 2031 as presented.

ROLL CALL

AYES: Arter, Hughes, Richards, Scolnik, Williams

NAYS: None

Motion Carried

Earned Sick Time Act Policy

Motion by Hodges, Second by Williams

That the MADL Board approve the Earned Sick Time Act (ESTA) Policy of Public Act 338 of 2018, as presented, to be effective 01/01/2026.

BACKGROUND:

To define a policy for ensuring Muskegon Area District Library (MADL) has consistent application of Public Act 338 of 2018, as amended, also known as the Earned Sick Time Act (ESTA). This policy outlines how employees receive the balance and how it is processed by the employer.

ROLL CALL

AYES: Arter, Hughes, Richards, Scolnik, Williams

NAYS: None

Motion Carried

Public Comment

The Dalton Township Supervisor and two (2) additional Dalton Township residents gave public comments regarding the pending change in service hours at the Dalton Branch Library.

Board Comment

None.

Adjournment: D. Hughes adjourned the meeting at 4:55 p.m.

Reviewed by Linda M. Aerts, MADL Board Secretary 12/28/25