

MUSKEGON AREA DISTRICT LIBRARY

A meeting of the Muskegon Area District Library Board was held on Monday, January 26, 2026, 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-Nash, J. Endres, M. Higginbottom-Johnson, A. Susalla, R. Suszek, K. Wisniewski, and legal counsel, M. Anderson.

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

ROLL CALL

Present: K. Arter, D. Hughes, K. Richards, R. Vanaelst, A. Williams (Quorum)

Absent: J. Hodges (late arrival)

Excused: L. Aerts, B. Scolnik

Approval of Agenda

Motion by Richards, Second by Vanaelst

That the MADL Board approves the Agenda, excluding the Election of Officers/Board Committee Appointments which is postponed until February because not all Trustees were in attendance and otherwise as presented.

ROLL CALL

AYES: Arter, Hughes, Richards, Vanaelst, Williams

NAYS: None

Motion Carried

Board Development

None.

Consent Agenda

Motion by Richards, Second by Arter

That the MADL Board approves the Consent Agenda as presented.

Motion Carried

Vouchers for December 2025

Motion by Vanaelst, Second by Richards

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

ROLL CALL

AYES: Arter, Hughes, Richards, Vanaelst, Williams

NAYS: None

Motion Carried

Committee Reports

None.

Reports/Questions

R. Suszek reported that MADL has increased funding for Hoopla digital media services for 2026, increasing spending from \$7,000 per month to \$11,000 per month, increasing daily utilization and circulation overall. He commented that because of shrinking local circulation for DVDs, that MADL is working with the Lakeland Library Cooperative to move some of the collection into MelCAT with the goal of expanded use and circulation.

M. Chandler-Nash reported the new District Manager who was onboarded in December to oversee the Egelston, Muskegon Township and Ravenna branch locations resigned due to personal reasons and the position has been reposted, with interviews to be scheduled once the position closes.

Old Business

R. Suszek presented a final revised draft of the Naming and Recognition Policy with edits based on earlier Trustee feedback. Section 3.0 within the proposed policy was updated to allow for Board discretion to determine the appropriate funding level required entitling someone to apply for naming rights, rather than a set percentage of funding required. Trustee Scolnik joined the meeting via phone during this discussion and was agreeable to the changes, as proposed. Trustees in attendance were also supportive of the edits made.

Motion by Arter, Second by Richards

That the MADL Board approves the Naming & Recognition Policy as presented.

ROLL CALL

AYES: Arter, Hughes, Richards, Vanaelst, Williams

NAYS: None

Motion Carried

New Business

Personnel Management Handbook 2026 – Information Only

M. Chandler-Nash provided information regarding the need to update the current Personnel Management Handbook. She indicated that now that the Collective Bargaining Agreement (CBA) has been executed, the Management Handbook needs to be updated to reflect the same policy and benefit as the CBA. The Board supported the proposed updated Management Handbook being included on the February Board Agenda.

E-Rate Category 2

K. Wisniewski provided information on the proposal and request to approve a network cabling project provided by Vector Tech Group with a total not to exceed \$4,535.00 and to be funded using E-Rate Category 2 funding. Wisniewski explained that E-Rate is a federal funding program for schools and libraries where they can get major discounts on networking hardware, cables, internal services, and internet services. The proposal is for cabling at the Norton Shores branch to connect and provide additional network access points with the goal of expanding access and connectivity for MADL programming and community space needs. Vector Tech Group was the only company to bid on the RFP.

Motion by Vanaelst, Second by Richards

That MADL proceeds with the necessary steps in accordance with the Universal Service Fund to receive funding for Network Cabling provided by Vector Tech Group. The work is not to exceed \$4,535.00.

ROLL CALL

AYES: Arter, Hodges, Hughes, Richards, Vanaelst, Williams

NAYS: None

Motion Carried

MERS Health Care Savings Plan Division

M. Chandler-Nash provided information regarding the need to close three (3) MADL health care savings plans. The plans were established for prior employees hired before 2010 and no longer have any active participants. She explained that this request is in preparation for Municipal Employees' Retirement System (MERS) moving to a new enterprise system so that only current and existing plans are activated in the new system and inactive plans are not carried forward. Trustee Hodges arrived during this discussion and seconded the motion to approve.

Motion by Vanaelst, Second by Hodges

That the MADL Board approves to close the inactive MERS Health Care Savings Divisions.

ROLL CALL

AYES: Arter, Hughes, Richards, Vanaelst, Williams

NAYS: None

Motion Carried

Public Comment

Five residents and representatives of the Friends of Montague Library gave public comments requesting more dedicated access to Librarian services and dedicated programming for the branch, as well as other operational considerations. A Holton Township resident, the Township Clerk and Township Supervisor gave public comments regarding changes made to MADL staffing

and scheduling at the Holton Branch Library. A Dalton Township resident gave public comments regarding staffing and scheduling and other operational changes made at the Dalton Branch Library. The MADL Union Steward gave public comments regarding MADL's weather-related building closure procedures.

Board Comment

Trustees independently expressed their appreciation for the public commenters.

Adjournment: D. Hughes adjourned the meeting at 5:04 p.m.