

## MUSKEGON AREA DISTRICT LIBRARY - BOARD MEETING MINUTES

A meeting of the Muskegon Area District Library Board was held on Monday, February 16, 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, M. Higginbottom-Johnson, A. Susalla, R. Suszek, and K. Wisniewski. Legal Counsel, M. Anderson, attended via phone.

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

### **ROLL CALL**

**Present:** L. Aerts, K. Arter, J. Hodges, D. Hughes, K. Richards, R. Vanaelst (Quorum) **Absent:** A. Williams (late arrival)

**Excused:** B. Scolnik (attended via phone)

### **Election of Officers/Board Committee Appointments**

Election of Officers

#### **Motion by Richards, Second by Hodges**

**That Doug Hughes is nominated to serve as Chair for the MADL Board for 2026. That nominations close and a unanimous ballot cast for Doug Hughes as Chair of the MADL Board.**

**Motion Carried**

#### **Motion by Richards, Second by Hodges**

**That Bob Scolnik is nominated to serve as Vice Chair for the MADL Board for 2026. That nominations closed and a unanimous ballot cast for Bob Scolnik as Vice-Chair of the MADL Board.**

**Motion Carried**

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

**D. Hughes nominated Linda Aerts to serve as Secretary of the MADL Board for 2026. That nominations close and a unanimous ballot cast for Linda Aerts as Secretary of the MADL Board.**

**Motion Carried**

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

**J. Hodges nominated Kim Arter to serve as Treasurer of the MADL Board for 2026. That nominations close and a unanimous ballot cast for Kim Arter as Treasurer of the MADL Board.**

**Motion Carried**

## Board Committee Appointments

Doug Hughes, Bob Scolnik and Kim Arter were appointed to serve on the Finance Committee of the MADL Board for 2026.

Kevin Richards, Randy Vanaelst and Linda Aerts were appointed to serve on the Personnel Committee of the MADL Board for 2026.

The Board established an Ad Hoc Committee for the hiring of a new Director. Doug Hughes, Bob Scolnik, Kevin Richards and Kim Arter volunteered to serve on the Ad Hoc Committee.

## **Approval of Agenda**

### **Motion by Richards, Second by Hodges**

**That the MADL Board approves the Agenda, as presented.**

### **ROLL CALL**

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

**NAYS: None**

**Motion Carried**

## **Board Development**

None.

## **Consent Agenda**

### **Motion by Hodges, Second by Richards**

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

**Motion Carried**

## **Vouchers for January 2026**

### **Motion by Hodges, Second by Arter**

**That the MADL Board approved the Vouchers for January 2026 as presented.**

### **ROLL CALL**

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

**NAYS: None**

**Motion Carried**

## **Committee Reports**

### **Motion by Arter, Second by Hodges**

**That the meeting minutes from the Personnel Committee and Finance Committee meetings are received and placed on file.**

### **ROLL CALL**

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

**NAYS: None**

### **Motion Carried**

#### **Reports/Questions**

R. Suszek commented on community feedback related to countywide programming. He shared information on how library media is shared among community libraries through Home Library agreements, reporting that 16% of Hackley Public Library patrons have selected MADL as their “home” library while only 4% of MADL patrons have selected Hackley Public Library. He expressed concern that this is resulting in a potential imbalance of MADL materials, services and resources by non-MADL patrons.

D. Hughes provided an update to the Board on the acquisition of the Norton Shores Branch from the City. He reported that the title company approved the City of Norton Shores to reestablish a Building Authority. Once established, the Building Authority will hold a meeting to approve the transfer of the Deed from the Building Authority to City of Norton Shores. He indicated that it would likely take through the end of March to establish the Authority and transfer the Deed to the City. Once transferred, the City can finalize the sale of the building to the Library.

M. Higginbottom-Johnson highlighted that 186 new MADL library cards were created for Holton High School students.

A. Susalla reported that the extra budget allocated to Hoopla has resulted in a significant increase in available materials, increasing checkouts by 1,000 over December.

M. Chandler-Nash reported that we are in the final round of interviews for the open District Manager position for the East District of Muskegon Township, Egelston and Ravenna branches.

S. Rinsema-Sybenga expressed her excitement over MADL being selected by the Michigan Humanities’ Great Michigan Read to host Curtis Chin, author of “Everything I Know I Learned in a Chinese Restaurant” on April 13.

#### **Old Business**

E-Rate Bid

K. Wisniewski updated the Board on the Category 1 internet service at all our buildings. He said that MADL received two bids for fiber internet services for our branches and is recommending award to Comcast as the low bidder. This will be a 5-year agreement and will increase current internet from 2Gbps up to 5Gbps with an option to upgrade to 10Gbps, if needed.

**Motion by Richards, Second by Vanaelst**

**That MADL proceeds with the necessary steps in accordance with the Universal Service Fund to enter into contract with Comcast for an internet service agreement for all MADL locations (except Laketon) until June 30, 2031. The service is not to exceed \$5,709.00 per month (plus fees) without approval of the Board.**

**ROLL CALL**

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

**NAYS: None**

**Motion Carried**

**New Business**

Organizational Chart/Position Control

M. Chandler-Nash provided information regarding a recommendation to update Position Control with the promotion of a Library Assistant II to a Librarian to serve the North District of Holton, Dalton and Montague. The update was not recommended to move forward at this time by the Personnel Committee. Because of the positive change to the budget, a recommendation was also made by the Finance Committee, and they recommended the budget be moved to the full Board. The board members held a lengthy discussion on the pros and cons of moving this position forward at this time.

**Motion by Aerts, Second by Hodges**

**That the MADL Board will send the item back to the Personnel Committee in November to be brought back to the Board in December.**

**Motion Carried**

Attendance Policy

Provided as information only at this time.

Audit Engagement Letter

**Motion by Williams, Second by Hodges**

**That the MADL Board approves the Brickley Delong Audit Engagement Letter for the 2025 fiscal year.**

**Motion Carried**

Muskegon Heights Branch Library Reimbursement Costs for 2026

**Motion by Williams, Second by Hodges**

**That the MADL Board approves the Muskegon Heights Branch Library Reimbursement Costs for 2026, as presented.**

**Motion Carried**

Electronic Delivery of Board Packet

R. Suszek presented the Board with the option to move to electronic-only delivery of the Board Packet, with the understanding that printed copies would be provided at the meeting. Trustees Hughes, Scolnik, and Vanaelst opted to continue to receive a copy by US Post. Trustees Aerts, Arter, Hodges, Richards and Williams opted for electronic-only delivery.

**Public Comment**

A Dalton Township resident gave public comments regarding the lack of open hours on Saturdays at the Dalton Branch Library. The Hackley Public Library Director and White Lake District Library Director gave public comments regarding countywide library outreach and overlapping services.

**Adjournment: D. Hughes adjourned the meeting at 5:07 p.m.**

**Reviewed by Linda M. Aerts, Board Secretary – 2/19/2026**