

## **MUSKEGON AREA DISTRICT LIBRARY - Board Meeting Minutes**

A meeting of the Muskegon Area District Library Board was held on Monday, March 16, 2026, at 4:00 p.m. at the Muskegon Area District Library Administration Building, 4845 Airline Road, Muskegon. Present: L. Abramson, A. Boudry-Mast, M. Chandler-Nash, J. Endres, M. Higginbottom-Johnson, S. Rinsema-Sybenga, 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:** J. Hodges, D. Hughes, K. Richards, R. Vanaelst (Quorum)

**Absent:** A. Williams

**Excused:** L. Aerts, K. Arter

### **Approval of Agenda**

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

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

**Motion Carried**

### **MADL Board Development**

None.

### **Consent Agenda**

#### **Motion by Hodges, Second by Scolnik**

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

**Motion Carried**

### **Vouchers for February 2026**

#### **Motion by Richards, Second by Vanaelst**

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

### **ROLL CALL**

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

**NAYS:** None

**Motion Carried**

## **Committee Reports**

### **Motion by Richards, Second by Vanaelst**

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

**Motion Carried**

### **Reports/Questions**

R. Suszek commented that this will be his last MADL Board meeting as Director. He expressed his gratitude for the opportunity and thanked the board for their ongoing support throughout his four-year tenure.

A. Susalla commented that the circulation data provided by the LLC is often not available in time to be included in the Board report for the prior month. R. Suszek communicated that MADL is considering reporting one month behind to have the complete circulation data reported.

J. Endres shared copies of the winning designs from MADL's Library Card Design Contest in celebration for National Library Week, happening April 19-25. New patrons will be able to pick one of the four designs as their library card and existing patrons will be able to replace their current card with one of the new designs for free.

S. Rinsema-Sybenga shared bookmark copies promoting the upcoming event for the Michigan Humanities' Great Michigan Read and MADL is coordinating the event featuring Curtis Chin, author of "Everything I Know I Learned in a Chinese Restaurant" taking place on April 13 at The Corner. She reported that this will be the first time that Muskegon is hosting an in-person Great Read author. MADL is partnering with MCC and Muskegon Pride to put the event.

### **Old Business**

Management and Administrative Handbook

M. Chandler-Nash shared information regarding the Handbook, communicating that the changes are in tandem with the benefits that were negotiated for union staff to offer the same opportunities and benefits for non-union staff with the addition of a few extra PTO hours in consideration of the fact that Management staff remain available and on-call for all locations.

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

**That the MADL Board approves the Management and Administrative Handbook as presented effective 4/1/2026.**

**Motion Carried**

## Attendance Policy

M. Chandler-Nash shared information regarding the Attendance Policy, explaining that the purpose of the policy is to establish consistent definition of terms and standards for application of attendance-related matters for both union and non-union employees.

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

**That the MADL Board approves the Attendance Policy as presented effective 4/1/2026.**

**Motion Carried**

### **New Business**

#### C2 E-Rate Hardware & Licensing

K. Wisniewski provided a summary of the proposed 5-year agreement with IP Consulting for equipment pricing for wi-fi access points, and Enterprise Agreement Licensing to be billed at a set rate and by use. Wisniewski noted that the pricing will allow for ongoing maintenance and growth and quickly respond to network needs within budgetary limitations.

### **Motion by Hodges, Second by Scolnik**

**That the MADL Board approves the bid from IP Consulting for Networking Equipment and Enterprise Agreement Licensing for five (5) years from April 1, 2026 to June 30, 2031 with an annual cost not to exceed \$37,865.62 without approval of the Board.**

### **ROLL CALL**

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

**NAYS: None**

**Motion Carried**

#### 2026 Admin Office Redesign

K. Wisniewski shared images of the proposed Admin office furniture redesign with the Board with the request to allocate an additional \$50,000 within the existing budget for the project. He explained that the original 2026 budget narrative only allocated \$100,000 to the project. A. Bodbyl-Mast confirmed that there is sufficient funding available and so the request does not require a budget amendment at this time.

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

**That the MADL Board approves the purchase of all required furniture, flooring, painting and incidentals required for an administrative branch redesign with a project cost not to exceed \$150,000 without approval of the Board.**

**ROLL CALL**

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

**NAYS: None**

**Motion Carried**

Interim Director Appointment

R. Suszek reported that at the March 9 Ad Hoc Committee they discussed the appointment of an Interim Director and the possibility of having an existing MADL Board member fulfill the role. During the Committee meeting, D. Hughes was asked and he agreed to take a temporary leave of absence from his role as MADL Board Chair to serve as Interim Director.

**Motion by Vanaelst, Second by Hodges**

**That the MADL Board approves the appointment of Doug Hughes to serve as Interim Director effective at 5:00 p.m. on Friday, March 27 for a period of ninety (90) days, and thereafter to be reevaluated, as needed,**

**Motion Carried**

**Public Comment**

None.

**Adjournment:**

D. Hughes adjourned the meeting at 4:48 p.m.

**Reviewed by Randy Vanaelst 4/2/2026.**