

MacDonald Public Library Board of Trustees Meeting

MINUTES

MAY 26, 2021

7:30 PM

MPL Community Room

I. Call to Order

Meeting was called to order by Weins at 7:30 pm

Members present Weins, Lisica, Steffey, Miiller, Duhaime

Library Director: Parij

Assistant Library Director: Goike

Children's Librarian: Marra

II. Approval of Agenda

Motion made by Weins with a 2nd by Duhaime to approve agenda as presented. Motion approved.

III. Approval of Minutes

a. General Meeting Minutes - April 28, 2021

Motion made by Steffey to approve April minutes as presented. A 2nd made by Miiller to approve. Motion approved.

Public Discussion: this is an opportunity to comment on items that are not on the agenda.

Comments need to be addressed to the board.

No members of the public were present.

IV. Reports

a. **Monthly Expenses and Revenues** – as of 5/14/21

Weins summarized the monthly expenses and revenues and saw no immediate issues.

Motion made by Lisica to receive and file monthly report. A 2nd was made by Steffey. Motion approved.

b. **Monthly Fund Report – City**

City report dated May 14, 2021 was received covering the period ending May 31, 2021.

c. **City Treasurer report - n/a**

V. Business

a. **Old**

i. Discussion of Library Board's resolution to work with City Council regarding a transition to Section 10a

1. Discussion of fees charged by the city

Weins highlighted the current status of activity on the library conversion to a Section 10a. Redlined the continued city service costs and the dipping reserve funds used to balance the budget.

Currently the legal firm hired by the library is in discussion with the city attorney.

b. **New**

- i. Presentation from Rick Carsten of Kapnick Insurance Group
Rick Carsten and Mike Fenstemacher representing the firm made a presentation of the services of the firm for medical health insurance. A written outline of plans available was distributed.
- ii. Discussion of FY21 budget
Parij and Weins presented a draft of the 2021-2022 library budget. Discussion and modifications along with projected revenue resulted in a proposed budget. Next year's budget will result in a need to withdraw \$99,016 from the Fund Balance account. Motion by Lisica was made to approve the 2021-2022 budget with a 2nd by Steffey. Motion approved.
- iii. Discussion/approval of amendment to time off policies in the personnel manual
After discussion, approval was tabled.

VI. Announcements, Information, Etc.

- a. COVID Operations Update
Library opening delayed to June 1st with no time limits but masks in building. Normal procedures are not in place yet.
- b. Director's Report
Parij distributed her report noting applications for open librarian position, new website installed and a Musilli & Hoover Lifelong Learning grant of \$1,000.
- c. Children's Room News – K. Marra
Marra highlighted her Children's Room News for May. Among activities/programs noted were storytime at Burke Park, Grab and Go crafts, Summer Reading schedule. A new Youth Assistant and Intern will be helping with programming.
- d. Other

VII. Adjourn

Motion made by Weins to adjourn with a 2nd by Steffey. Motion approved.

Meeting adjourned at 9:20 pm

Next meeting date: Tuesday June 22, 2021 at 7:30 PM