

MAUD PRESTON PALENSKE MEMORIAL LIBRARY BOARD
Tuesday, September 26, 2023
DRAFT

Call to Order: Board President Ren Baldwin (City of St. Joseph) called the meeting to order at 6:05 pm.

Other board members present: Vice President Melissa Clapper (St. Joseph Township); and Betty Mundy (St. Joseph Charter Township), Kathy Buursma (City of St. Joseph), Mimi Elwell (St. Joseph Township), Patrice Rose (St. Joseph Township), Barbara Thompson (City of St. Joseph), and Emily Zitto-Desimone (City of St. Joseph).

Also present: Library Paula Stakley; Kevan Truman of the Friends of the Library.

Public Comment:

Ren introduced Leigh Ann Vallone – new administrative assistant for our library director.

Friends of the Library – Kevan Truman substituting for Ginny Antonson
Used Book Sale dates set – Set up 11/4-11/8 and Sale – 11/9-11/11
By-Law Changes proposed and will be approved at the next meeting. Changes involve creating permanent committees within the Friends of the Library.
Hoping to move to having online documents available to members
National Friends of the Library Week – 10/16-10/20. The Friends will have a table set up in the library to promote the organization and encourage new membership as well as donations.
Kevan also expressed appreciation to the Library Board for their service.

President: Approval of Meeting Minutes for July 27, 2023 - A correction was noted concerning the EPS service proposal. It should be corrected to \$1,998/year as opposed to \$1,998/month.
Motion to approve- Clapper. Seconded by Thompson. The board unanimously approved.

Baldwin asked for an update on the elevator situation. Stakley reported that the pressure switch failed and has since been replaced. The elevator is now operational.

Treasurer: Buursma moved, seconded by Clapper to approve the Bill Report for July, 2023 in the amount of \$8914.80. The board unanimously approved. Clapper moved, seconded by Munday to approve the Bill Report for August, 2023 in the amount of \$11,529.55. The board unanimously approved. Clapper moved, seconded by Rose to approved the Finance Report for August, 2023. The board unanimously approved.

Note: Stakley and Zito-Desimone are planning to meet with Joe Mangan to review finances and financial reports before he leaves his position with the city

Old Business:

Strategic Planning Discussion

It was noted the MCLS has no pre-strategic plan strategy associated with its proposal. Brian Mortimore includes this in his proposal but at a much greater cost. Buursma proposed contacting SCORE about help in creating a strategic plan, and the board agreed. Stakley will contact them before the October meeting.

EPS Proposal – Before agreeing to a contract with EPS for services, the Board decided to find out the exact fire prevention and services that the fire department provides.

Board Binders - Stakley distributed updated Library Board binders to board members and explained the contents. Members expressed appreciation to Stakley and Leigh for their efforts in putting them together.

New Business:

Carpet Cleaning - Stakley presented estimates for carpet cleaning from two companies. The Board voted to contract with OxiFresh Carpet Cleaning, a division of ServPro, to clean carpets on both upper and lower levels for bid amount of \$2,000.

Book Fair – Chastity Edlefson is organizing a book fair to benefit the library to be held November 14-15, 2023 at The Market.

Password - A password is now required to connect to the library WIFI. Signage is in place to inform patron.

Adjournment: Elwell moved, seconded by Buursma to adjourn the meeting. Motion approved.

Collaboratively submitted by Mundy and Baldwin.