

MAUD PRESTON PALENSKE MEMORIAL LIBRARY BOARD
Tuesday, April 23, 2024
DRAFT

Call to Order: Board President Ren Baldwin (City of St. Joseph) called the meeting to order at 6:01 pm.

Other board members present: Vice President Melissa Clapper (St. Joseph Charter Township); Secretary Rick Ast (City of St. Joseph); Kathy Buursma (City of St. Joseph); Patrice Rose (St. Joseph Charter Township); Mary Streufert (City of St. Joseph); Claudia Staude (City of St. Joseph); and Betty Mundy (St. Joseph Township).

Trustee Mimi Elwell (St. Joseph Charter Township), attended by remote, but could not vote as she was not physically present.

Absent: None.

Also present: Library Director Paula Stakley; Leigh Ann Vallone, library administrative assistant; Virginia Antonson, Friends of the Library; Bob Jenk, SCORE volunteer, whom Baldwin said was present “to help us with finances and with the proposed budget”; and, by remote: Curtis Osmun, library systems supervisor; and Nicole Gibby, president of the Friends of the Library.

Friends of the Library: Antonson said the recent Book Sale was “very successful” and raised some \$2,800 “to support the library.” Of that amount, \$2,000 will go for the library’s Summer Reading Program, she added.

The Friends had plenty of help, including the Key Club at St. Joseph High School, Antonson said. Cleanup “didn’t take any time at all, about a half-four,” she said. The next book sale will take place in November, Antonson added.

Minutes of the March 26, 2024 meeting: Buursma said the third paragraph under “Crowder Landscaping” should say “moved to accept Crowder’s offer.” Buursma moved to approve the minutes, as corrected, and Staude seconded the motion. The board in a unanimous vote approved the minutes, as corrected.

Bills: Clapper moved to pay monthly bills totaling \$18,226.63. Buursma seconded the motion, and the board voted unanimously to pay the bills.

Clapper, supported by Rose, moved to pay ABM \$53,618.10. The board in a unanimous vote approved the motion.

Financial report: Jank tried to help the board understand “how much we can spend and how much is restricted.” Clapper said, “I need it all on one page ... I would like to have a breakdown of what we can spend and what we can’t spend.”

Clapper later said, “I think I have it – until I walk out the door.”

“It looks like we’re in the hole, but we’re not,” Stakley told the board.

Jank also took the board through the library’s funds held by the Berrien Community Foundation.

Rose moved to accept the financial report, and Clapper supported her motion. The board voted unanimously to accept the financial report.

Strategic Planning: Streufert moved to accept the Midwest Collaborative for Library Services proposal to aid the board in strategic planning for the library. Mundy supported the motion, and the board voted unanimously to approve the motion.

The cost is \$12,500. MCLS also gave cost proposals for additional help, but the board did not act on those proposals.

“We might want one or two of those options later,” Streufert said.

Fiscal 2024-35 budget: Rose made a motion to accept the proposed budget of \$941,300 for fiscal 2024-25. The board voted unanimously to adopt the budget.

Stakley noted that the budget needed to be acted on that same evening, as it “has to go to the City (of St. Joseph) right away.”

Donor Committee: Baldwin said the library has had some “significant bequeaths” and “we want to be cognizant of people who have been very generous to us.”

Rose explained the “little books” acknowledging donors, which will be placed in the Donor Wall. There will be “six different sections for different levels” of giving, she added.

Baldwin appointed Staude to the Donor Committee.

Personnel committee report: Stakley said two employees, a volunteer coordinator and a supervisor, are leaving and need to be replaced. She said she has devised a “succession plan” and has written the job descriptions.

Crowder Landscaping has completed its spring clean-up, Stakley said.

The library will be closed on May 11 for Blossomtime’s Grand Floral Parade, according to Stakley.

Adjournment: Ast moved to adjourn the meeting, and Staude supported the motion. Baldwin declared the meeting adjourned at 8 p.m.

Respectfully submitted,

Secretary William Ast

Next board meeting: 6 p.m. Tuesday, May 28