

**MONROE COUNTY LIBRARY SYSTEM
BOARD OF TRUSTEES MEETING MINUTES**

1. At a Regular Meeting of the Board of Trustees of the Monroe County Library System held on November 13, 2019 at the Mary K. Daume Library Service Center, the meeting was called to order by Vice-Chair Smith at 5:13 p.m. Secretary Calder called roll.

Present: Bernie Smith, Vice- Chair; Catharine Calder, Secretary; Mike Grodi, Trustee; Randy Kuckuck, Trustee; and Nancy Bellaire, Director

Excused: Maryanne Bourque, Chair

Staff: Sandy Calkins, Barbra Krueger, Lou Komorowski

A quorum being present, the Board proceeded to transact business.

2. Motion by Mike Grodi, supported by Catharine Calder, to approve the agenda as amended. Motion carried.
3. Motion by Secretary Calder, supported by Trustee Kuckuck to approve the minutes of the October 9, 2019 board meeting. Motion carried.
4. Under public comment, Barbra Krueger updated the board on the 2020 Census committee, Diapers in December, and bookmobile statistics. She also shared a copy of the Community Foundation of Monroe's Annual Report that features a photo of the bookmobile on the cover.
5. Consent Agenda - Motion by Trustee Kuckuck, supported by Trustee Grodi, to accept the items on the consent agenda as presented, including the October 2019 Financial Reports, and place on file. Motion carried.
6. Committee Reports
Finance Committee – No meeting. All financial information will follow in budget workshop.
Facilities Committee – No meeting.
Policy and Personnel Committee – No meeting.
Technology Committee – The Technology Committee met on October 21 to review 2019 and 2020 technology projects. Rachel Braden's budget projections for the upcoming year are included in the budget documents presented tonight.
Woodlands Update – Mr. Kuckuck reported that the Woodlands Governing Board is working on a policy to address the possibility of participating in meetings remotely.
Legislative Update – Mr. Grodi reported that the MLA Update included in

the board packets addresses items under consideration in Lansing, including possible revisions to the Library Policy Act.

7. Budget Workshop

Vice-Chair Smith asked Director Bellaire to discuss the status of the current budget and then move on to 2020 revenue. Mrs. Bellaire said that the 2019 budget is on track to finish with revenues of about \$8,087,828 and expenditures of about \$8,020,901. The draft budget sets the expected 2020 revenue at \$8,600,000 including \$200,000 from designated funds earmarked for HVAC controls for Daume and Ellis. Tax revenue is expected to be up by about \$286,094 from the 2019 projection. The Penal Fine line item is showing a projection of \$1,200,000, a conservative estimate based on historical data.

Mrs. Bellaire said that proposed expenditures for 2020 have been calculated to be \$8,600,000, down \$29,075 from 2019's approved \$8,629,075. The percentage breakdowns for staff costs including retiree costs remain similar to those of the past several years, in the 70% range. Services and supplies make up about 15% of the budget with just under 10% allocated to materials.

8. Unfinished Business – Tax Appeal Cost Sharing agreement, no report.

9. New Business - Motion by Mike Grodi, supported by Cathe Calder to approve payment of the bills for the month ending October 31, 2019 in the amount of \$244,016.28. Motion carried.

Motion by Mike Grodi, supported by Cathe Calder to approve the proposed board meeting schedule for 2020. Motion carried.

Motion by Secretary Calder, supported by Trustee Grodi to keep the Board's compensation at the 2019 level. Motion carried.

Motion by Secretary Calder, supported by Trustee Kuckuck to increase the wage scale by 1.5% for 2020 for all employees except for the Page wage, which is already above Minimum wage.

Motion by Randy Kuckuck, supported by Mike Grodi to grant a 2% one-time compensation adjustment to all staff based on current budgeted hours to be paid in December of 2019. Motion carried.

Motion by Cathe Calder, supported by Mike Grodi to approve the holiday closings and Sunday hours for 2020. Motion carried.

Motion by Cathe Calder, supported by Mike Grodi to approve posting a part time Social Worker position. Motion carried.

Motion by Ms. Calder, supported by Mr. Kuckuck to grant Mrs. Bellaire a 2% merit increase in 2019, retroactive to the October date that staff merit steps were increased for the "very positive" performance review and to include Mrs. Bellaire in the previously approved 2% one-time compensation adjustment and 1.5% wage increase for 2020.

Motion carried.

10. Director's report – Ms. Bellaire updated the board on the City of Monroe's Labor Park project. Construction will begin in the spring of 2020. She also shared the Fiscal Year

2020 Funding Plan of the Michigan Council for Arts & Cultural Affairs, showing the grant award to the Friends of Ellis for Blues programing.

11. Board Comments

The board members each thanked Nancy Bellaire and the Administration Staff for their work on the budget. Cathe Calder said that she is glad to see an increase in the materials and education budgets. She said that is nice to see so many staff members willing to attend conferences and working on Library Degrees. Randy Kuckuck said that he is impressed with the hard work and detail put into the budget.

12. Public comment—Lou Komorowski thanked the board for their support, not just tonight, but throughout the year.

13. Announcements

Date of Next Board Meeting - Wednesday, December 11 @ 5 p.m. at the Mary K. Daume Library Service Center, Monroe, Michigan

14. Adjournment

Motion by Catharine Calder, supported by Randy Kuckuck, to adjourn the meeting at 7:14 p.m. Motion carried.

Respectfully submitted,

Catharine Calder, Secretary

Bernie Smith, Vice-Chair