

**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 10, 2021, at the Mary K. Daume Library Service Center the meeting was called to order by Chair Smith at 5:03 p.m.

Present: Bernie Smith, Chair; Cathe Calder, Vice-Chair; Mike Grodi, Secretary; Beth LaPensee, Trustee; Rob Peven, Trustee; and Nancy Bellaire, Director

Staff: Lou Komorowski; Barbra Krueger

Staff joining via Zoom: Sandy Calkins; Jennifer Grudnoski; Diana Martel; Ashley Liford; Suzanne Krueger; Liz Pifer

After calling roll, the chair determined that a quorum was present. The Board proceeded to transact business.

2. Motion by Mike Grodi, supported by Rob Peven, to approve the agenda with the exception of item “i”, which will be tabled for further review. Motion carried.
3. Motion by Rob Peven, supported by Beth LaPensee, to approve the minutes of the September 8, 2021 meeting. Motion carried.
4. Public Comment—None.
5. Consent Agenda – Motion by Beth LaPensee, supported by Rob Peven, to approve the consent agenda. Motion carried.

6. Committee Reports

**Finance Committee** – As of October 31, we have received about 92% of our projected revenue and have spent almost 72% of our planned expenditures. Penal fines received in November were \$83,663—the average total for November is \$117,921. We will discuss the 2021 and 2022 budget in detail later in the agenda.

**Facilities Committee** – No meeting. The electric door opener for Daume’s business office door has been installed. The other three doors approved for replacement should be done yet this year.

**Policy and Personnel Committee** – No meeting. The Director’s performance review will take place later tonight.

**Technology Committee** – No meeting. The wireless upgrades extending the signal outside of several branches has been completed.

**Woodlands Update** – Beth LaPensee reported that Governing Board will meet later in the week. New appointments have been made and Beth LaPensee will be the new Secretary/Treasurer.

**Legislative Update** – Secretary Grodi reported that there are discussions in Lansing about the possibility of allowing remote board attendance at Pension and/or Retiree Health Care meetings as has been allowed in the past. As of January 1, only military service will be an allowable reason for virtual access.

7. Budget Workshop – Chair Smith asked Director Bellaire to discuss the state of the current budget and then move on to 2022 revenue. Mrs. Bellaire said that the 2021 budget is on track to finish with revenues of approximately \$7,877,723 and expenditures of about \$7,740,809, leaving \$136,914 unspent. The draft budget sets the expected 2022 revenue at \$8,376,263 and expenditures of about \$8,333,479. The Property Tax levy revenue is expected to increase by about \$137,763. We have projected penal fine revenue to be well under the average next year due to the ongoing COVID-19 Pandemic and planned construction on I-75 next summer.

Mrs. Bellaire said that proposed expenditures for 2022 have been calculated to be \$8,376,263, down about \$216,996 from 2021's approved budget of \$8,593,259. The percentage breakdown for staff costs including retiree costs remains at about 73%, still below the average of 75-80% for other libraries, nationwide. Services and supplies make up about 15% of the budget with about 10% allocated for materials.

8. Unfinished Business – None.

9. New Business–Motion by Mike Grodi, supported by Cathe Calder, to approve bills for the month ending August 31, 2021, in the amount of \$289,462.29. Motion carried.

Motion by Cathe Calder, supported by Beth LaPensee, to approve bills for the month ending September 30, 2021, in the amount of \$280,364.82. Motion carried.

Motion by Beth LaPensee, supported by Mike Grodi, to approve the bills for the month ending October 31, 2021, in the amount of \$224,840.48. Motion carried.

Motion by Mike Grodi, supported by Beth LaPensee, to approve granting a 13<sup>th</sup> check for eligible retirees as calculated in the actuarial report. Motion carried.

Motion by Cathe Calder, supported by Mike Grodi, to keep the board's compensation at 2021 levels. Motion carried.

Motion by Mike Grodi, supported by Beth LaPensee to adjust the 2021 wages by 1% except for pages, which are already above Michigan's minimum wage, and to grant a 2% one-time compensation adjustment for all staff, based on budgeted hours, to be paid in December of 2021. Motion carried.

Motion by Mike Grodi, supported by Beth LaPensee, to approve the proposed holiday closing and Sunday hours for 2022. Motion carried.

Motion by Cathe Calder, supported by Mike Grodi, to schedule the January meeting at Ellis and February-April board meetings at Daume due to the ability for social distancing in the conference room. The remaining schedule will be determined at a later date.

Motion carried.

Motion by Mike Grodi, supported by Cathe Calder, to go into executive session at 5:45 for the purpose of conducting the Director’s annual performance review. LaPensee: yes; Grodi: yes; Calder: yes; Peven: yes; Smith: yes. Motion carried.

Motion by Cathe Calder to resume the regular meeting at 5:55. She congratulated Director Bellaire for an extremely high approval rating and further moved that a 2% merit increase be granted to Ms. Bellaire effective on date that the rest of the staff received their merit increase. Supported by Mike Grodi. LaPensee: yes; Grodi: yes; Calder: yes; Peven: yes; Smith: yes. Motion carried.

10. Staff Report – Barbra Kreuger reported on training in progress on “Diversity, Equity, and Inclusion” for Youth Services Staff. She also updated the board on a Preschool Development/Youth Literacy Grant awarded to our partners at the ISD.

Director Bellaire announced that Rob Peven has been reappointed to the MCLS board, and shared information about the possibility of Covid Vaccine mandates. Governmental units in Michigan are awaiting MiOSHA guidelines for this.

11. Board Comments

Beth LaPensee thanked Nancy for the budget preparation, indicating that there was a lot of information and thanked her for the time committed to it. Cathe Calder thanked Nancy for her leadership during an amazing year. Mike Grodi thanked Nancy and the staff also, and said that our Retiree Health Care Fund is one of the best funded in the State. He said Al Potratz, former educator and public servant has passed away and will be missed. Rob Peven thanked Nancy and staff and requested that Nancy check into his email status as he is not receiving all of the “MCLS” general announcements.

12. Public comment—none.

13. Announcements

Date of Next Board Meeting – Wednesday, December 8, 2021 at 5 p.m. at the Mary K. Daume Library Service Center, Monroe, MI.

14. Adjournment

Motion by Cathe Calder, supported by Mike Grodi, to adjourn the meeting at 6:10 p.m. Motion carried.

Respectfully submitted,

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Mike Grodi, Secretary

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Bernie Smith, Chair