

CALL TO ORDER

The meeting was held remotely and was called to order at 5:33 pm by Chairman Tom Callahan.

In attendance were Chairman Tom Callahan, Secretary Louise Matzner, and Board members Susan Paysse, Sandra Lepage, Ed Frost, and Ivone Guillen.

Also in attendance were Executive Director Kyle Cox, Finance & Business Director Rose Courneya, Advocacy & Development Manager Sara Schwan, Collections & Services Director Michael Huff, and Operations Director Erin Meneely.

APPROVAL OF AGENDA

Sandra LePage moved to approve the Agenda as presented. The motion was seconded by Louise Matzner and carried unanimously.

APPROVAL OF CONSENT AGENDA

Susan Paysse moved to approve the Consent Agenda. The motion was seconded by Sandra LePage and carried unanimously.

Approval of Minutes

The Board approved the Minutes from the meeting of February 16, 2021.

Treasurer's Report

General Fund – \$2,494,936.95

Library Capital Reserve Fund – \$2,039,884.92

Stroh Fund - \$208,265.05

Approval of Payroll

The Board ratified the signature of the Board Chairman for payroll check numbers 29385 through 29386 and direct deposit numbers RA-1003473 through RA-1003576, and returned ACH direct deposit number RA-1003411 in the amount of \$212,453.02 dated March 10, 2021.

Approval of Accounts Payable Checks

The Board ratified the signature of the Board Chairman for Accounts Payable check numbers 39108 through 39235 in the amount of \$474,728.08.

Surplus Property

2,667 library materials were declared surplus as of February 2021. The items were worn out, obsolete, or no longer needed.

Bad Debt Write-Off

The Board ratified the signature of the Board Chairman for write-off of bad debts covering the period of: 2/1/2014 through 2/28/2014 in the amount of \$3,941.15 and outstanding bad debts for customer balances of less than \$25.00 in the amount of \$221.25. The total bad debt write-off for February 2021 is \$4,162.40.

SYSTEM REPORT

Executive Director Kyle Cox provided a brief verbal report to accompany the information provided, updating the Board on the growth of MCL's digital collection circulation, and informing them of internal promotions. Collections & Services Director Michael Huff provide an update on Rural Services, as well as information related to the addition of Discovery Passes to MCL's collection.

EDUCATION REPORT – LIBRARY GIVING DAY 2021

Advocacy & Development Manager Sara Schwan provided a brief verbal report to describe the history of Library Giving Day and the upcoming campaign MCL will be launching. The Board discussed the possibility of creating a foundation to support MCL.

ACTION ITEMS

Resolution 2021-04 – Relating to Cash Carried Forward/Minimum Beginning Fund Balance

Finance & Business Director Rose Courneya provided a brief verbal report. Sandra LePage moved to adopt Resolution No. 2021-04. The motion was seconded by Susan Paysse and carried unanimously.

BOARD COMMENTS

The Board briefly discussed honoring retiring employees, and the availability of newspapers for customer use as MCL moves to in-branch services.

April meetings are listed below:

Governance Committee Meeting – Thursday, April 1, 2021, 9 am

Services Committee Meeting – Wednesday, April 7, 2021, 10 am

Board Meeting – Tuesday, April 20, 2021, 5:30 pm

ADJOURNMENT

The meeting adjourned at 6:08 pm.

Approved:

Louise Matzner, Secretary