

BOARD OF TRUSTEES MEETING
Darcy Library of Beulah
April 12, 2017

Call to Order: Evelyn called the regular Board of Trustees meeting to order at 6:36 PM at the Darcy Library in Beulah, Michigan. Those in attendance and constituting a quorum were:

Present: Dan Schoonmaker, Dan Hook, Cathy Hahn, Abby Smith, Evelyn Tidlow

Absent: Dennis Pace, Heather Doran

Guest(s): Casey McKenzie attended for Heather Doran

Minutes: March 13, 2017 minutes were reviewed; Hook moved to approve minutes, Smith supported and the minutes were approved.

Treasurer's Report

- Monthly financial report for 9 months-ended March 31, 2017. The actual income to date was \$11,848 versus a budgeted loss of \$2,218.
 - Received about \$53,018 to date of the total budgeted property taxes of \$61,842.
 - A few accounts will be adjusted in June for grant related items. No significant variances.
 - Hook moved to approve the financial report, Tidlow supported, the motion was approved.
- Unpaid bills (\$2800.00) and paid bills from March 13 to April 10, 2017 (\$2,942.35)
 - Approval of these unpaid and paid bills was moved by Hook, supported by Smith, and the motion was passed.
- This is the year, ending in June, that we will need to locate a new auditor, as the previous one has "retired".

Director's Report (Casey relayed information from Heather)

- Numbers are down in all areas, probably because people go away for the winter.
- Casey plans to attend Library Boot Camp May 17-19 at Shanty Creek.
- Barthelmas Estate paperwork was passed on to Dan Hook to work with.
- Insurance renewal information was dispersed.
- Programming
 - Prime Time is still recruiting
 - Summer Reading Program mini kick-off in the park June 2nd, will involve some local groups like Grow Benzie, Cognition, and Benzie Conservation District
 - Logo is still in the works
 - Grants for a couple of authors have come through.
- Business After Hours will be held at the library May 18th, still looking for a restaurant to donate the food.
- New Director Search
 - Heather wonders about the status of this
 - Is there going to be a meeting with the Board of Trustees and the Staff?
 - No meeting due to the difficulty in scheduling a common meeting time
 - An email was sent to quell the anxiety the staff were experiencing regarding their job security.
- Heather would like time set aside to train both Casey and Angie

- Dan and Janice will start volunteering earlier than they had planned in order to give Heather some time to train Casey and Angie in order to have a smoother transition.

Old Business

- CIPA Compliance Update - Bids sent for service, equipment, and wiring. The deadline is April 27th. One bid has been received, but it is not what was hoped for, it seemed pricey and not router specific.
 - Must select bid by May 11 for contractors. Our main concern is to get bids on service, that's where we will save money.
 - Public meeting planned for April 24, 2017, to inform the public of this project. Discussion occurred about the format the meeting should take and the agenda outline. It was agreed that we will have a special board meeting with only CIPA on the agenda and then allow time for comments and questions. Being careful to remain compliant with the Open Meetings Act.
 - Dan would like to do the special board meeting if we have a quorum. Four board members commit to attending the meeting on April 24. Will have Heather post as a special meeting.
 - Next Board Meeting on May 8th we will need to decide what bid to accept.
- Policy Review Update – On hold until new director; getting good feedback for Claire at the State Library.
- MelCat - Was discussed
- New Director - Have received approximately 12 resumes; 6 of those we should look closely at to decide who to interview.
 - Discussed interview process to follow, references, face-to-face, skype, phone pre-screening
 - D. Schoonmaker will send resume to board members for input, Abby will compose a list of questions for phone pre-screening.
 - Concerned about carrying things forward, especially in terms of programming.

Committee Reports

Maintenance Committee

- Exterior windows need cleaning, bug spray for building, lawn care needs to be arranged

Liaison Report with Friends of the Darcy Library

- No meeting

Next Meeting: The next scheduled board meeting will be May 8, 2017, at 5:30 PM.

Adjournment: Hook moved, Smith supported and the meeting adjourned at 8:08 PM.

Respectfully submitted: Catherine Hahn, Recording Secretary