

**BOARD OF TRUSTEES MEETING**  
**Darcy Library of Beulah**  
**December 11, 2017**

**Call to Order:** The regular Board of Trustees meeting called to order at 5:32 PM at the Darcy Library in Beulah, Michigan. Those in attendance and constituting a quorum were:

**Present:** Dan Schoonmaker, Dan Hook, Cathy Hahn, Tracey Scheifele, Phil Downs

**Absent:** Abby Smith

**Guest(s):** Karen Simpkins, Library Director

**Approval of Agenda:** Schoonmaker moved to approve the agenda, Downs supported, the agenda for the meeting was approved.

**Approval of Minutes:** Schoonmaker moved to approve minutes from November 13, 2017, Scheifele supported, motion approved.

**Treasurer's Report** (See corresponding documents)

- Financial statement for the five- month period-ended November 30, 2017.
  - Net loss is \$30,975 compared to the budgeted loss of \$44,745 loss. Most of the difference was due to a grant and gifts in excess of budget as well as wages and program expenditures being under budget.
- Unpaid bills (\$0) and paid bills (\$4673.13). Request approval of these since the November 13th meeting. Hook will pay the bills while Schoonmaker is out of town.
- As previously requested, the Friends will be paying the \$2000 for the 2018 Overdrive fee and the \$5000 for the first half of the fiscal year. Hook will be attending the Friends meeting this month.
- Approval of the entire Treasurer's Report including the financial statement, paid bills, and unpaid bills. Schoonmaker moved, Downs supported, motion approved.

**Director's Report**

- Recent Projects: Karen and Dan S. completed the state aid application.
- Staffing: Bonnie Smendzuik was hired to work part-time, Monday, Wednesday, Friday and 1-2 Saturdays a month. She is a retired librarian and will be a great asset to the library.
- Programs: "Gift of Reading" for December. Books are wrapped as presents and placed under the tree for patrons to check out a surprise book to read.  
Friday Game Days (board games) began last Friday. Working on more advertising.  
Monday Movies are on hiatus and will return on January 15th.
- Memo of Understanding: Nothing has been discussed since the last board meeting. The local directors are meeting Friday morning (12-15-2017).
- Upcoming Events: Great Benzie Read is on January 18th at Benzie Shores District Library. *Beartown* by Fredrik Backman will be discussed. Darcy Library will host the next GBR in the spring. Karen is considering several books for this event.

**Committee Reports**

**Personnel Committee**

- All is good. Bonnie was hired. Karen is doing well with her new position.

### **Maintenance Committee**

- Fire extinguishers are fine and were not on the recall list.
- Howard Kennedy was paid the first installment for snow removal
- Security cameras are not working; the software was lost when Heather's computer crashed and the vendor is now out of business. Looking into replacing by applying for another grant.

### **Liaison Report with Friends of the Darcy Library**

- New book sale book storage location for the winter is in Dan's daughter's pole barn.
- Cookie sale earned over \$1200

### **Old Business**

- Internet Update
  - Fiber optic cable was installed up to the building, they will call D. Hook to run it into the building and hook it up. D. Hook needs a copy of the Charter bill for the phone and internet.

### **New Business**

- Policy for CIPA needs to be amended by July in order to qualify for the e-rate for internet.

### **Other Business**

- Dan Schoonmaker indicated that Janice may work on some of the policies while they are in Florida.

**Next Meeting:** The next scheduled board meeting is January 8, 2018.

**Adjournment:** Schoonmaker moved, Scheifele supported and the meeting adjourned at 6:06 PM.

**Respectfully submitted:** Catherine Hahn, Recording Secretary