

**OARD OF TRUSTEES MEETING
Darcy Library of Beulah
February 13, 2017**

Call to Order: Evelyn called the regular Board of Trustees meeting to order at 5:33 PM at the Darcy Library in Beulah, Michigan. Those in attendance and constituting a quorum were:

Present: Dan Schoonmaker (via phone), Dan Hook, Cathy Hahn, Abby Smith, Evelyn Tidlow

Absent: Dennis Pace

Guest(s): Heather Doran, Library Director; Don Shikoski (technology consultant)

Minutes: January 9, 2017 minutes were reviewed; Hook moved to approve minutes, Smith supported and the minutes were approved.

Treasurer's Report

- Monthly financial report for 7 months-ended January 31, 2017. (See statement) The seven month income was \$962 vs. \$7029 loss budgeted. The difference was due to property tax revenue (\$5466 under) and program grant income (\$6598 over) and wages expense (\$3119 under) is the same as the prior month. There were no other significant budget variations.
 - Of the total budgeted property taxes (\$61,842) we have received \$25,534. The difference will be received in subsequent months.
 - The cost of the 2017 Overdrive eBooks of \$2000 has been paid. The Friends have reimbursed the Library for the \$2000. There was \$500 carried over from the reimbursement in the prior year that will be used for book program purchases.
 - Hook moved to approve financial statement, Schoonmaker supported, the motion passed.
- Request approval of unpaid (\$1,202.72) and paid (\$4,463.88) bills since the last meeting on February 13, 2017 as listed in the Treasurer's report.
 - Approval motion by Smith, Hook supports, motion was approved.

Director's Report

- Library is live on MelCat as of this morning. Training was received last Monday. Heather has concerns about the amount of time involved in its operation.
- NMC Visual Communications class will have a logo mockup available to view on February 22nd.
- Testing Evergreen in order to email overdue notices. (I didn't get one!)
- Winterfest parade book handout went well but need more people to help.
- PrimeTime Reading carnival scheduled at Betsie Valley Elementary and the other elementary schools. This is a national program to promote reading.
- Evelyn concerned about time and resources being stretched too thin. Would like Heather to determine what programs are working and what are not and what is the possibility of coordination with other libraries.

Committee Reports

Maintenance Committee

- Snow removal is going well. Soap dispenser issues. Dan H. repaired the projection screen.

Benzonia/Darcy Libraries Coordinating Committee

- The meeting was scheduled for today but lacked a quorum, will try again. Dan H. did share some of the internet information that he has been gathering and Benzonia seemed more interested.

Liaison Report with Friends of the Darcy Library

- Hilda is the new president, the cookie sale made about \$1000, the 10 year anniversary of the building is on June 25th. There will be a gathering of some sort (open house?) from 1-3pm with remarks at 1:30 pm.

Old Business

- Policy Review Update – Dan S. received some policy information from Claire Donnelly Membiela, the State of Michigan Library specialist on library law. Everything generally looked good, with one small change to personnel. Will look over between now and the next meeting, make revisions to circulation and personnel, and wrap it up.
 - Will we send other policies? Internet Use policy needs to be addressed (Dan H.). Dan S. will send that policy along with Patron Conduct and Children in the Library.
- Internet Update - Dan H. did further research regarding the USF subsidy. If we want to hook up to the fiber optic network then we need to apply for this government subsidy that covers 80% of the costs. There is a service fee.
 - Trying to prepare for the future and envision what the demands of a library will be.
 - Dan H. sent the Kent County Library's Internet User Policy for us to check out.
 - Dan H. would like to give the okay to Telecomp to begin the paperwork in order for us to meet the deadline.
 - There are still some concerns, especially regarding CIPA* and how that may affect the running of the computers and the tech work that Carol McAnulty does for us.
 - Would like to have Carol's input on this, Dan will do some more information gathering regarding CIPA as well.
 - Plan to call a special meeting to revisit this before the March 13th board meeting.

New Business

None

Other Business

- Strategic Planning - still here...waiting...

Next Meeting: The next meeting will be March 13, 2017, at 5:30 PM.

Will be in contact about a special meeting

Adjournment: Hook moved, Smith supported and the meeting adjourned at 6:57 PM.

Respectfully submitted: Catherine Hahn, Recording Secretary

*The Children's Internet Protection Act (CIPA) was enacted by Congress in 2000 to address concerns about children's access to obscene or harmful content over the Internet. CIPA imposes certain requirements on schools or libraries that receive discounts for Internet access or internal connections through the E-rate program – a program that makes certain communications services and products more affordable for eligible schools and libraries.

