

BOARD OF TRUSTEES MEETING
Darcy Library of Beulah
January 9, 2017

Call to Order: Dan Hook called the regular Board of Trustees meeting to order at 5:44 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

Absent: Dennis Pace, Evelyn Tidlow

Guest(s): Heather Doran, Library Director; Jane Gary

Minutes: November 14, 2016 minutes were reviewed; Smith moved to approve minutes, Schoonmaker supported and the minutes were approved.

Treasurer's Report

- Financial statement for the six-month period-ended December 31, 2016. (See statement) Net loss is \$18,610 compared to an amended budgeted loss of \$29,934 loss. The difference is primarily due to a Prime Time Reading Grant of \$4000 received and lower staff wages (\$2897). There were no other significant budget variations. Schoonmaker moved to approve financial statement, Smith supported, the motion passed.
- Request approval of bills to pay (\$577.55) and paid (\$6353.02) since the last meeting on November 14, 2016 per attached lists. Approval moved by Schoonmaker, Hahn supports, motion was approved.
- The bank signatory changes are still pending. The paperwork needs to be signed by Dan Hook (?) and Evelyn at the bank. The overall process will be completed upon Dan Schoonmaker's return in April 2017.

Director's Report

- Casey will be in New Orleans for training regarding the PrimeTime Reading grant. The plan is to run this program for 6 weeks from April to May.
- NMC Visual Communications class will work on a logo for the library
- Book handout during the Christmas Parade went well
- Planning programs for the upcoming year.

Committee Reports

Maintenance Committee

- Snow removal is going well, we are awaiting an invoice from Howard Kennedy in order to make the next scheduled payment.

Benzonia/Darcy Libraries Coordinating Committee

- The meeting that was scheduled for today will be rescheduled for when both Dan H. and Evelyn can attend.

Old Business

- Policy Review Update – Some policies were sent to the State of Michigan Library specialist on library law, Claire Donnelly Membiela. We anticipate hearing back from her and sharing some of her incites at the February board meeting.

New Business

- Universal Service Fund (USF) - Dan Smith, the Village of Beulah president, spoke with Dan Hook about the USF subsidy that will pay up to 80% of the internet cost and hook up. The application is about \$1500 to complete. Lori Leugers with Telecomp Solutions was given as a contact. Dan Hook will gather more information.

Other Business

- Strategic Planning - still needs to be done...

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

Adjournment: Schoonmaker moved, Smith supported and the meeting adjourned at 6:27 PM.

Respectfully submitted: Catherine Hahn, Recording Secretary