

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

Call to Order: The regular Board of Trustees meeting to order at 5:35 PM at the Darcy Library in Beulah, Michigan. Those in attendance and constituting a quorum were:

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

Absent: Dennis Pace, Abby Smith

Guest(s): Tracey Scheifele, Jennifer Blossey-director

Minutes: Minutes from the April 27, 2017 Special Meeting were reviewed; Tidlow moved to approve, Schoonmaker supported, and the minutes were approved. The patron requesting board meeting minutes under FOIA should be sent a copy of these.

Minutes from the June 12, 2017 regular meeting were reviewed; Schoonmaker moved to approve, Tidlow supported, and the minutes were approved.

Approval of Agenda

Motion to approve agenda by Schoonmaker, supported by Tidlow, and the motion was passed.

Old Business

- Election of replacement trustee
 - Motion was made to accept Tracey Scheifele as a trustee and Evelyn Tidlow's resignation as a trustee. Tracey will complete Evelyn's 4 year term. Schoonmaker moved, Hahn supported, and the motion was passed.

Treasurer's Report (See corresponding documents)

- Preliminary audited financial statement for the year-ended June 30, 2017. Net loss \$5348 vs. the budgeted \$14,879 loss.
 - Numerous actual expenditures were less than the budgeted amount, including wages and professional fees.
 - Requested board members to review the financial statement for approval at the next meeting, subject to the audit.
 - Auditor will be scheduled for the biennial audit for the year-ended June 30, 2017.
 - Motion to approve the balance sheet pgs.7,8, and 15 made by Hook, supported by Scheifele, and passed.
- Unpaid bills (\$2699.07) and paid bills (\$5702.93). Request approval since the last meeting. Schoonmaker moved, Scheifele supported, motion passed.
- Request approval of the following bank signatories: Jennifer Blossey, Dan Hook, Cathy Hahn, Dan Schoonmaker. Schoonmaker made the motion to approve, Schiefele supported, and the motion passed.
- Darcy Credit Card Use Policy. In process of getting, will allow Jenny to buy books and supplies from places where we do not have accounts. Looked at policy, shared thoughts about adjustments, tabled until the next meeting.

Director's Report (Jennifer Blossey)

- Data presented. Observed that the weekend programs were not well attended. Off the Page programs were well attended.

- Working on updating the library website. Facebook account was recovered. The state library offers training for library website development and maintenance. Jenny plans to send Marda and Karen for this training.
- There is a new director workshop offered in September to provide training for Jennifer.
- Jennifer hired an additional employee, Karen Simpkins, to work 15 hours per week.

Committee Reports

Maintenance Committee

- Carpet was cleaned, needs stain treatment
- Restroom toilet repaired by Dan Hook

Personnel Committee

- Karen Simpkins was hired to work 15 hours/week.
- Previous director-Heather Doran-has approximately 45 books checked out and has removed some of the furniture from the kids section of the library. Her last paycheck is being held until these matters are resolved.

Benzonia/Darcy Libraries Coordinating Committee

- Jenny and Amanda are in frequent contact

Liaison Report with Friends of the Darcy Library

- Plea for more members from the board!
- Friends pay for e-books, \$2000.
- Friends provide additional financial support throughout the fiscal year.

Old Business (remainder)

- Internet update. Merit sent in people for a walk-through to check things out. No word on the cabling needed from the Grand Rapids company.

New Business

- Since Evelyn has resigned from the Board, Schoonmaker moved to nominate Dan Hook for president. Hook was the vice-president, but will take over the presidency at this point. Hahn supported, the motion passed.

Next Meeting: The next scheduled board meeting will be August 14, 2017, at 5:30 PM.

Adjournment: Schoonmaker moved, Scheifele supported and the meeting adjourned at 6:40 PM.

Respectfully submitted: Catherine Hahn, Recording Secretary