

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

Call to Order: Evelyn Tidlow called the regular Board of Trustees meeting to order at 5:38 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, Abby Smith

Absent: Dennis Pace

Guest(s): Catherine Granlund

Minutes: May 8, 2017 and May 24, 2017 minutes were reviewed; Hook moved to approve minutes, Smith supported and the minutes were approved.

Director's Report

- Catherine attended and presented information.
- Summer Reading Program. The kickoff in the Beulah park was fairly well attended, not sure how many kids were signed up as there were computer issues, estimate 30 kids.
- Buying new computer with Windows 10
- Off the Page. Committee considering not applying for grant for next year. Audience numbers are not growing and the advertising is expensive. September 13 is the ending with author Jack Driscoll.
- St. Andrew's Church is also hosting an author series.
- Great Michigan Read. Author of X, Ilyasah Shabazz, to visit next year. This visit will include the high school. Grant money will be needed for this event.
- Great Benzie Read. Scheduled for Thursday, June 15 at the Mills Community House. We Are Called to Rise by Laura McBride.

Treasurer's Report (See corresponding documents)

- Monthly financial report for 11 months-ended May 31, 2017. The actual income to date was \$444 versus a budgeted loss of \$5585
 - A number of expenditures are expected to exceed the budgeted amount and several programs need their budgets adjusted.
 - A revised budget was presented to adjust budgeted amounts to comply with the state requirements.
 - Schoonmaker moved to approve the financial statements and the proposed budget adjustments effective May 2017, Hook supported, the motion was approved.
- Unpaid bills (\$4302.01) and paid bills from May 9 to June 11, 2017 (\$6684.04)
 - Approval of these unpaid and paid bills was moved by Schoonmaker, supported by Hook, and the motion was passed.
- Proposed annual budget for fiscal year 2017-18 was presented and explained. Areas highlighted were grants, wages, auditing, and the overall estimated loss of \$12,920 vs. budgeted loss of \$13,679. The budget will be reviewed in September after the new director has reviewed staffing and program requirements.
 - Schoonmaker moved to approve, Smith supported, and the motion passed.

Committee Reports

Personnel Committee

- New director, Jennifer Blossey, starts on Thursday, June 15th.
 - Marda Chahbitz has been hired and is working on Tuesday, Thursday, and every other Saturday.
 - Still need someone to work 15 hours/week to fill Catherine's position.

Maintenance Committee

- Carpet cleaning to be scheduled after the anniversary party
- Locks have been changed

Liaison Report with Friends of the Darcy Library

- Discussed possibility of needing additional funds

Old Business

- CIPA Compliance Update - Tech guy to complete a "walk through" on Thursday. Also need to tweak whatever we need on the internet policy.
- Policy Review Update – On hold until new director
- New Library Director - Jennifer Blossey. She needs a place to live!

New Business

- Bev Toomey requested use of the meeting room for a group to meet on a weekly basis. The Building Use Policy was reviewed and Dan Hook will speak with Bev.

Other Business

- Tracey Schieffle has offered to serve on the library board, Dan Hook will speak with her again.

Next Meeting: The next scheduled board meeting will be July 10, 2017, at 5:30 PM.

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

Respectfully submitted: Catherine Hahn, Recording Secretary