

**BOARD OF TRUSTEES MEETING**  
**Darcy Library of Beulah**  
**March 13, 2017**

**Call to Order:** Evelyn called the regular Board of Trustees meeting to order at 5:40 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, Dennis Pace

**Absent:** None

**Guest(s):** Heather Doran, Library Director; Angie, Casey, Carol McAnulty (via phone)

**Minutes:** February 13, 2017 minutes were reviewed; Hook moved to approve minutes, Tidlow supported and the minutes were approved.

**Other Business**

**Board Nominates** Dennis Pace to the Board of Trustees vacant position. Hook moves, Schoonmaker supports, nomination approved.

**Old Business**

- CIPA Compliance Update - Carol went over equipment needs for this with Heather. Board must decide when to have a public meeting. Dan H. sent a timeline regarding the application and the deadline. Need to schedule a public meeting so Carol can be there, sometime in April or May before the deadline.
  - The purpose of the meeting is to collect public input.
  - Need to allow at least two weeks notice. Monday, April 24, 6-7:30 PM was chosen.
  - Agenda will be an opportunity to lay out the new internet policy and tentatively will include a powerpoint, discussion of CIPA and filtering and what is required to meet compliance, and a time for comments and questions.
- Policy Review Update – Changes in the works; will get some feedback from Heather.
- MelCat Status - It is requiring a lot of work from the staff, at least 10 hours/week, it is pulling the staff away from the other work they need to do.

**Treasurer's Report**

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- Monthly financial report for 8 months-ended February 28, 2017. (See attached) The loss for the period was \$1,866 vs \$14,124 loss budgeted. The variance was due to grant income (\$6,156 over) and wages expense (\$3,119 under) and other expenses under. There were no other significant variances.
    - We received \$29,639 to date of the total budgeted property taxes of \$61,842 .
    - Smith moved to approve the financial report, Pace supported, the motion was approved.
  - Unpaid bills as of March 13, 2017 are \$169.00. They were approved previously.
  - Bills paid since the last meeting, February 13 to March 13, 2017, were \$3,062.51, as listed in the Treasurer's report.
    - Approval of the paid bills for the time period indicated was moved by Smith, supported by Pace, the motion was approved. .

### **Director's Report**

- Prime Time begins in April, a grant from Community Chest for \$1000 was received and will be applied to this program. Door prizes will be given out
- Grant for \$250 was received from Michigan Center for the Book, can be used for anything that promotes reading.
- Two authors scheduled to speak. Heather's sister about her experiences in the Democratic Republic of the Congo and Lynne Rae Perkins as part of the Off the Page series.
- Logo is still in the works.
- Email notices are working
- Casey may go to the "Library Bootcamp" in May to get minimal library certification.
- Upcoming programs
  - Cooks & Books will start again in May
  - Summer Reading Program will have a mini kick-off in the park on the evening of June 2nd
  - Benzie Audubon Society is holding a young naturalists birding walk on May 20th
  - Business After Hours will be held at the library May 18th

### **Committee Reports**

#### **Maintenance Committee**

- Flood lights replaced, carpet may need a cleaning again this spring.

#### **Benzonia/Darcy Libraries Coordinating Committee**

- No meeting

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

- No meeting

#### **New Business**

- Power! A program that provides reading materials at food pantries for people to read while they are waiting. Abby was at a presentation of this program and thought it may be something the library could help with.
- Hiring a New Library Director- Heather's resignation is effective June 2nd. Want Heather's input and involvement in this process. Need to review the job description.

**Next Meeting:** The next meeting will be April 10, 2017, at 5:30 PM.

**Adjournment:** Smith moved, Pace supported and the meeting adjourned at 6:47 PM.

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