

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

**Call to Order:** The regular Board of Trustees meeting to order at 5:30 PM at the Darcy Library in Beulah, Michigan. Those in attendance and constituting a quorum were:

**Present:** Dan Schoonmaker, Dan Hook, Cathy Hahn, Abby Smith, Phil Downs

**Absent:** Tracey Scheifele

**Guest(s):** Karen Simpkins, Library Director

**Approval of Minutes:** Schoonmaker made slight corrections, changed "Interim" to "Acting". Schoonmaker moved to approve minutes from October 9, 2017, Downs supported, motion approved.

**Treasurer's Report** (See corresponding documents)

- The Audit report for the prior year ended June 30, 2017 was received and discussed. Some significant changes from preliminary statements approved at a prior Board meeting were required. These items, required by the GASB (Governmental Accounting and Standards Board), were discussed and Schoonmaker patiently explained the governmental accounting details and procedures while the rest of the Board pretended to understand. Basically the results are good and the Net Position (capital assets and net value) is higher than reported earlier. Smith moved to accept the audit results, Downs supported, motion passed.
- Financial statement for the four month period-ended October 31, 2017. This statement reflects the policy changes included in the 2016-17 audit report.
  - Expenditures exceeded revenues by \$27,375 compared to a budgeted difference of \$36,890. This was largely due to a grant and gift in excess of the budget and program and catalog expenditures under budget. The loss will disappear when property tax revenues are received starting in January. Also, we will request \$5,000 from the Friends of the Darcy Library for the first six months as in prior years.
  - The financial statement approval motion by Downs, Smith supported, motion passed.
- Unpaid bills (\$214.33) and paid bills (\$10,921.94). Request approval since the October 9th meeting. The paid amount includes \$3000 for the audit. Smith moved for approval, Schoonmaker supported, motion passed.
- Karen Simpkins, as the Library Director, should be added as a signatory on the bank accounts at Central State Bank. Motion made by Schoonmaker, Smith supported, motion passed.

**Director's Report**

- Recent Projects: Karen discussed the movement of materials in an effort to create more space and to avoid weeding out items.
- Programs: Computers with Carol and Reading with Denny have moved to Wednesdays and Monday night movies are continuing with 2 per month. In the works is the hosting of Friday afternoon game days throughout the winter months.
- Memo of Understanding: County library directors are considering a memo of understanding between the libraries where certain, non-private information could be shared. It would follow privacy laws, but unsure as of yet, what this memo would entail. Schoonmaker will get information to Karen for contacting the legality of this through the Michigan Library at the state level.

- Staffing: Looking to hire a part-time staff member to fill in when Dan and Janice leave.
- Training: Karen attended PLOUD training to deal with the library website. She hopes to have the new website replace the old one soon.
- Wayne State: Karen was officially accepted and will begin classes in January, all online.

### **Committee Reports**

#### **Personnel Committee**

- All is good

#### **Maintenance Committee**

- Carpet cleaners - Great Lakes Carpet Cleaning
- Some perimeter lights need to be replaced
- Phil Downs is on the Maintenance Committee
- Howard Kennedy will do snow removal, \$1000/per winter

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

- New book storage location for the winter is needed as the owner of the current location is leaving for the winter and we will not have access to the location.

### **Old Business**

- Internet Update
  - Merit has scheduled a fiber optic installation for the week of November 27th, it is supposed to come ethernet ready. (fingers crossed)

### **New Business**

- None

### **Other Business**

- Recall on Kidde fire extinguishers. Phil will check into the library fire extinguishers.

### **Addendum**

- Sadly, Dennis Pace passed away on October 20, 2017, after a fierce battle with cancer. He generously contributed his time and talent to this library and this community. He will be greatly missed.

**Next Meeting:** The next scheduled board meeting is December 11, 2017.

**Adjournment:** Schoonmaker moved, Downs supported and the meeting adjourned at 6:32 PM.

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