

Minutes
Board of Trustees of Darcy Library of Beulah
Regular Meeting
April 9, 2018

Call to Order: President Dan Hook called the meeting to order at 5:30 pm.

Present: Tracey Scheifele, Dan Hook, Phil Downs, Karen Simpkins. Dan Schoonmaker, Janice Schoonmaker, Vicki Carpenter (voluntary secretary)

Approval of the Agenda: Motion to approve, with the addition to new business/#2 of policy XII/Circulation to the agenda, made by Tracey, seconded by Phil, motion passed.

Approval of Minutes from previous meeting: Minutes of last meeting were not available.

Treasurer's Report: Dan S. gave overview of his written report. Difference between prior year and current year receipts of property taxes is being followed up. Dan H. is following up with Village of Beulah and Benzonia Township treasurers to try to determine why there is such a significant difference. Any amendments will be handled at the June 2018 meeting as well as the presentation of the next year's budget. Motion to approve the treasurers report made by Dan S, seconded Tracy, motion passed. Motion to pay bills made by Dan S, seconded by Phil, motion passed.

Director's Report: Karen submitted a written report and gave an oral report. New website is live, thanks to her brother's help, some details need to be cleaned up yet. Patron numbers are increasing. Summer reading music theme is "Libraries Rock". Catherine 'retires' 6/9 and Marda will be more available once school is out. Karen is working to resolve some patron dynamics.

Committee/Liaison Reports

- 1) Personnel Committee: Dan S no reports.
- 2) Maintenance Committee: Dan H. gave update on cleaning needs (windows & vacuum). Spring maintenance for HVAC will be scheduled by Dan S. Fireplace check is a fall task.
- 3) Liaison Report Friends: Dan H. attended March meeting, discussion on investments was very positive. He shared thoughts on future building projects.

Old Business

- 1) "Meet and Greet" meeting with Benzonia and Darcy Library Board – Dan H. shared the joint meeting of both library boards will be on May 4, at 5:30 at the Mills space. Reminders to post the meeting up 18 hrs prior to comply with public meeting rules.

2) Discussion: Draft of revisions to Darcy Policy “XIII. Internet Use” to become CIPA-compliant and “XII Circulation.” Janice gave update on changes to both policies and is waiting for feedback from the attorney. Discussion on CIPA requirements, practices that other libraries use to comply with rules, data collection and best practices. The combination of language from former policy/proposed updates and required language should align. Logistics of sign-in for computer use needs to be worked out; privacy issues, staff tasks and patron compliance. We have a July due date for completion.

3) Discussion: Potential transition to the Apollo cataloging system which could result in a shared catalog between Darcy & Benzonia Libraries. Benzonia has the Apollo system and it could replace Evergreen which Darcy uses. This will be explored more as well as any policy implications, such as circulation policies.

New Business

1) Circulation desk reconfiguration, security cameras and HVAC room ventilation are areas that need to be considered for upgrades. Discussion on security cameras followed.

Other Business: none

Public Comment (limited to 2 minutes per person): Vicki asked for clarification on Indian collection work.

Next Meeting Date: May 14, 2018, 5:30

Adjournment: Phil made motion, seconded by Tracey to adjourn at 6:50 pm, motion passed.

Minutes submitted by Vicki Carpenter/volunteer secretary