

**BOARD OF TRUSTEES MEETING**  
**Darcy Library of Beulah**  
**January 8, 2018**

**Call to Order:** The regular Board of Trustees meeting called to order at 5:32 PM at the Darcy Library in Beulah, Michigan. Those in attendance and constituting a quorum were:

**Present:** Dan Hook, Cathy Hahn, Tracey Scheifele, Phil Downs

**Absent:** Abby Smith, Dan Schoonmaker

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

**Approval of Agenda:** Downs moved to approve the agenda, Scheifele supported, the agenda for the meeting was approved.

**Approval of Minutes:** Downs moved to approve minutes from December 11, 2017, Scheifele supported, motion approved.

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

- Financial statement for the six-month period ended December 31, 2017.
  - Net loss is \$23,654 compared to the budgeted loss of \$48,460 loss. Most of the difference was due to a grant and gifts, memorials, and lower staff wages and program expenditures. The budget will be revised to reflect additional revenue and expenditures.
  - A portion of the \$5000 gift to the library in memory of Sally Miner will be used for World War II books, at her daughter's request. Approximately \$1000 will be used to purchase WWII books, both fiction and non-fiction, in Sally Miner's name with plackets placed inside of the books.
  - Approval of the Financial statement was moved by Downs, Scheifele supported, the motion was approved.
- Unpaid bills (\$0) and paid bills (\$6341.34). Request approval of these since the December 11, 2017 meeting. Downs moved, Scheifele supported, and the motion was approved.
- Michigan Millers Insurance completed an audit of the workers' compensation policy for the period December 1, 2016-17. We should get the results shortly.

**Director's Report**

- Library traffic has slowed down.
- "Gift of Reading" did not get a lot of action.
- There has been a significant increase in MelCat requests.
- The Great Benzie Read is coming up in April and will be at this library.
- Monday Movies will be resuming
- Directors Meeting was cancelled last month due to the weather, no further discussion regarding the Memo of Understanding possibility.

**Committee Reports**

**Personnel Committee**

- All is good. Bonnie is doing a great job.

**Maintenance Committee**

- Snow removal has been satisfactory. Howard Kennedy was paid the 2nd installment.

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

- Dan H. attended. He requested \$5000 for the first half of the year, as well as the \$2000 Overdrive payment.
- Book storage has a new winter location. Phil and Dan H. have been moving boxes of books.

### **Old Business**

- Internet Update
  - Fiber Optic cable was installed in the building, the technician is coming the week of January 22nd to hook it up.
  - Federal government pays 20% of the phone and 80% of the fiber optic fee.

### **New Business**

- None

### **Other Business**

- Closing of the Library due to inclement weather. Clarification that the closing of the Library is not directly related to school closings. Discussed having a plan for future closings.

**Next Meeting:** The next scheduled board meeting is February 12, 2018. Phil will not be in attendance. Meeting may be postponed until March if there is no pressing business.

**Adjournment:** Downs moved, Scheifele supported and the meeting adjourned at 6:06 PM.

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