

BOARD OF TRUSTEES MEETING
Darcy Library of Beulah
July 9, 2018

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

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

Absent: Abby Smith

Guest(s): Karen Simpkins, Library Director

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

Approval of Minutes: Schoonmaker moved to approve minutes from June 11 , 2018, Hahn supported, the minutes were approved.

Treasurer's Report (See corresponding documents)

- Preliminary unaudited financial statement for year-ended June 30, 2018.
 - The net income was \$11,367 vs. the budgeted loss of \$9282.
 - Most of the difference is due to increased grants and gifts and expenditures less than the budgeted amount.
 - Approval of the preliminary financial statements was moved by Schoonmaker, Downs supported, the motion was approved.
 - The final financial statements for the year-ended June 30, 2018 will be submitted to the Board for approval at the next meeting.
- Unpaid bills (\$0) and paid bills (\$10,474.59). Items paid reflect the period from June 12 - July 9, 2018.
 - Request approval, Schoonmaker moved, Hahn supported, and the motion was approved.
- A check for \$1000 was received from Lake Township to contribute toward the cost of their patrons using the library.

Director's Report (submitted by Karen Simpkins)

- Karen has received her Level 3 Librarian certification and is now officially the Director of the Darcy Library!
- Summer Reading Program. **Libraries Rock!** Reading program has had very low attendance despite having 25 kids from 15 families registered. The program will wrap up on July 27th.
- *Saving Arcadia* program with Heather Shumaker will be hosted at the Darcy on Wednesday, July 11 at 7 PM
- The next Great Benzie Read is July 19th at Benzonia Public Library to discuss *The Round House* by Louise Erdrich. The Darcy Book Club adjusted their schedule in order to participate in the discussion also.
- IPR has dropped off recording equipment to begin the collection of audio recordings of local histories. The equipment has not been used to date and Karen is not aware of any advertising about this from IPR.
- Marda's last day will be Monday, July 16th. Karen is in the process of interviewing candidates. Catherine and Bonnie have offered to help fill in until a new person has been hired.

Committee Reports

Personnel Committee

- Karen has received Level 3 certification and her employment title has changed to Director.
- Employee reviews were conducted of Karen and Bonnie and wage increases were enacted.

Maintenance Committee

- Windows were cleaned by Chris, etc.

Liaison Report with Friends of the Darcy Library

- Discussed their tax situation, they lost their tax exempt status and are working with a local accountant to reinstate status.
- Used Book Sale coming in August.

Old Business

- Transition to Apollo cataloging system
 - Schoonmaker in discussion with Equinox (Evergreen) regarding the conversion. Will cost \$1400 to convert data to a format that Apollo requires. We want a trial period in order “to get the bugs out” before it goes live.
- Circulation Desk Reconfiguration
 - On hold for now.
- Security Cameras and HVAC Room Ventilation
 - No new news on the security cameras
 - HVAC adjustment needed in order to keep the IT room cool. Received another estimate from L. Dennis and Bluewater Electric together that was lower than Moore Mechanical. Hook gave them the go ahead to complete the job, can be retracted if need be.
 - Schoonmaker moves to accept proposal by L. Dennis and Bluewater to do the work on the HVAC room, discussion followed about the possibility of the Friends helping to pay for it, Downs supported the motion, the proposal passed.
- Trustee Positions for Fall 2018 Election
 - Schoonmaker and Smith need to file petitions with the Benzonia Township Clerk by July 19, 2018.
- Re-cabling Project Update. Heimler does not want to do this job. Hook had another person look at the job who thought he could work within the Heimler dollar amount.

Other Business

- None

Next Meeting: The next scheduled board meeting is August 13, 2018 at 5:30 PM

Adjournment: Schoonmaker moved, Scheifele supported and the meeting adjourned at 6:38 PM.

Respectfully submitted: Catherine Hahn, Recording Secretary