

**BOARD OF TRUSTEES MEETING**  
**Darcy Library of Beulah**  
**June 11, 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, Phil Downs, Abby Smith, Dan Schoonmaker

**Absent:** Tracey Scheifele

**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:** Downs moved to approve minutes from May 14, 2018, Schoonmaker supported, the minutes were approved.

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

- Financial statement for 11 months-ended May 31, 2018.
  - The actual income to date was \$444 vs. a revised \$20,167 loss budgeted, penal fines of about \$15,000 that are due in June will reduce the loss amount.
  - Current fiscal year had several significant variations due to memorial gifts and grants and changes in staffing, wages, and program expenditures.
  - A revised budget was presented to reflect changes and to bring various budget amounts into compliance with state requirements.
  - Approval of the financial statement and proposed budget amendments was moved by Smith, Downs supported, the motion was approved.
- Unpaid bills (\$823.21) and paid bills (\$6784.66). Items paid reflect the period from May 15 - June 11, 2018.
  - Request approval, Schoonmaker moved, Smith supported, and the motion was approved.
- Proposed annual budget for the fiscal year 2018-2019 was presented.
  - Grants/Gifts/Expenditures: We do not anticipate the need for \$10,000 from the Friends this year due to grants, gifts, and reduced expenditures the previous year. However, \$2000 for eBooks was budgeted again from the Friends, any other items will be requested on an "as needed" basis.
  - Wages: This amount reflects two paid staff during open hours. This amount may be adjusted depending upon volunteer availability. Pay rate adjustments are also assumed during the year. Staffing hours will be reviewed in September 2018 and the budget will then be adjusted accordingly.
  - Overall: The budgeted loss is \$14,110 vs. a revised budget loss of \$9282 the year prior. Both are conservative estimates. The budget will be reviewed in September after the new Director (Karen Simpkins) has reviewed staffing and program requirements.
    - Request approval of 2018 - 2019 Proposed Budget, Downs moved, some discussion, Schoonmaker supported, the motion was approved.

**Director's Report** (submitted by Karen Simpkins)

- Karen and Marda attended workshop. Marda will working on programs to involve teens with the library. Karen will have her Level 3 Librarian certification once her submitted paperwork is processed.

- Monday Movies are done until fall.
- *Saving Arcadia* program with Heather Shumaker will be hosted at the Darcy on July 11.
- No further word from IPR about its proposal regarding the collection of audio recordings of local histories.
- Summer Reading Program. **Libraries Rock!** Began on Friday, June 9.
- Shaun Johnson contacted Karen about the participating in the Little Free Library project around the county.
- Plan to connect with Polly Gillison in the fall to facilitate high school student check out of books and research materials.

### **Committee Reports**

#### **Personnel Committee**

- Karen will be reviewing the need for part-time staff.
- Marda and Bonnie both need pay adjustments (raises).
- Interim Director title for Karen will be changed to Director upon confirmation of the completion of the Beginning Workshop offered by the State of Michigan for Level 3 certification. Schoonmaker motions, Smith supports, motion was approved.

#### **Maintenance Committee**

- New vacuum was purchased, windows will be cleaned soon.
- Audio issues with movies, may consider TV monitors instead of projectors. Get advice and bids. Sound Environment and Waara Technologies were some suggestions.

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

- Will meet Wednesday at 5 PM

### **Old Business**

- Internet Use and Circulation Policies
  - Janice submitted the final drafts with corrections previously passed by the Board.
- Transition to Apollo cataloging system
  - Schoonmaker notified the company of the conversion, is waiting to hear from them.

#### Circulation Desk Reconfiguration

- Due to the new cabling that is required, need to reconfigure circulation desk. Can postpone and have Nick Heimler do, must be done by September.
- Security Cameras and HVAC Room Ventilation
  - Cameras are still on the "To Do" list
  - HVAC adjustment needed in order to keep the IT room cool. \$2900 proposal from Moore Mechanical, still waiting on a couple of other estimates.
- Trustee Positions for Fall 2018 Election
  - Schoonmaker, Smith, and Hahn terms expire in November 2018.
  - All indicated that they would serve another term. Smith and Schoonmaker need to file petitions with the Benzonia Township Clerk by July 19, 2018.
  - Hahn's position in an appointment made by the Benzonia Township Board, Hook will make that contact.
  - If anyone changes their minds about serving their term, they better find someone willing to take their place!!

### **Other Business**

- None

**Next Meeting:** The next scheduled board meeting is July 9, 2018 at 5:30 PM

**Adjournment:** Schoonmaker moved, Downs supported and the meeting adjourned at 6:36 PM.

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

