

BOARD OF TRUSTEES MEETING
Darcy Library of Beulah
March 12, 2018

Call to Order: The regular Board of Trustees meeting called to order at 5:35 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, Abby Smith, Dan Schoonmaker (via phone)

Absent: Karen Simpkins, Library Director

Guest(s): None

Approval of Agenda: Moved the agenda order and put #1 of New Business first to accommodate Janice Schoonmaker. Also added #2 Meeting with Benzonia Library. Downs moved to approve the agenda, Smith supported, the revised agenda for the meeting was approved.

Approval of Minutes: Schoonmaker moved to approve minutes from January 8, 2018, Scheifele supported, motion approved.

New Business

- Discussion: Draft of revisions to Darcy Policy "XIII. Internet Use" to become CIPA compliant.
 - Passed to Claire, the attorney for the Library of Michigan, for input
 - Darcy Board members had concerns about Section A.6.b. regarding the permission slip for minors under 18 to use the internet.
 - Logistics of permission slips were discussed
 - Internet at the library is already filtered, so is a permission slip necessary?
 - Dan H. will look into this and compare it with Kent County library's policies.

Treasurer's Report (See corresponding documents)

- Financial statement for the eight-month period ended March 31, 2018.
 - Net income was \$6624 compared to the budgeted loss of \$25,120. The difference is primarily due to a grant (Friends \$16,250) and gifts, memorials, and lower staff wages (\$7481) and lower program expenditures (\$2242). The budget will be revised to reflect additional revenue and related expenditures.
 - Approval of the Financial statement was moved by Schoonmaker, Smith supported, the motion was approved.
- Unpaid bills (\$0) and paid bills (\$9642.83). Items paid reflect a two-month period since there was no meeting in February.
 - Request approval of these since the January 8, 2018 meeting. Schoonmaker moved, Scheifele supported, and the motion was approved.

Director's Report (written report submitted by Karen)

- Library traffic has been slow, this has allowed inventory work to be done.
- Monday Movies have had steady attendance and they will continue through the end of May.
- MelCat requests have slowed, borrowing seems to be staying steady.
- Betsie Valley 2nd Grade visited the library in February, New Covenant Christian Academy K-2nd is scheduled to visit next week.
- Upcoming Events:

- Michigan Notable Book. *Grown-Up Anger* by Daniel Wolff. Partnering with Benzonia library on April 11th at 7pm at the Mills Community House.
- The Great Benzie Read. April 12th at 5:30 pm. at the Darcy. *The Librarian of Auschwitz*.
- Summer Reading Program. June 8-July 27. **Libraries Rock!** Is the theme. Karen is working on some program ideas.

Committee Reports

Personnel Committee

- Karen will be attending a workshop and upon completion will be a Level 3 librarian which places the Darcy Library in compliance with state funding.
- Committee will meet with Karen when Dan S. returns and discuss Karen's plans for the library.

Maintenance Committee

- Spring maintenance needs to be completed. Timer for lights due to the time change, spider spraying, window cleaning,...

Liaison Report with Friends of the Darcy Library

- Dan H. attended. Ongoing investments of the Friends group were discussed. Dan H. plans to attend the next meeting.

Old Business

- Internet Update
 - Merit has connected us, things seem to be working smoothly. Charter internet and second phone line have been cancelled.
 - Nick Himmler-the cable guy, should be hearing from his as the weather breaks.

New Business (Part 2)

- Meeting with Benzonia Library
 - Roxanne, Amanda, Dan H., and Karen met
 - "Get Together" for both Benzonia and Darcy library board members and Friends. Dan H. will clear things so there is no violation of the Open Meetings Act.
 - Use of the same cataloging system (not Evergreen) so that patrons could use their library cards at either library and it may allow for easier sharing of employees, if necessary, in the future.

Other Business

- None

Next Meeting: The next scheduled board meeting is April 14, 2018 at 5:30 PM

Adjournment: Smith moved, Downs supported and the meeting adjourned at 6:29 PM.

Respectfully submitted: Catherine Hahn, Recording Secretary