

**BOARD OF TRUSTEES MEETING**  
**Darcy Library of Beulah**  
**May 14, 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

**Absent:** None

**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:** Schoonmaker moved to approve minutes from March, 2018, Scheifele supported, motion approved. Downs moved to approve the minutes from April 9, 2018, Schoonmaker 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 10 months-ended April 30, 2018.
  - The actual income to date was \$13,109 vs. a budgeted loss of \$18,755 due to memorial gifts and lower expenses.
  - Have received about \$45,000 to date of the budgeted property taxes of \$61,842. Village of Beulah missed paying the \$16,000+ difference due to an oversight. Hook expressed his displeasure at this sloppy work.
  - Approval of the Financial statement was moved by Downs, Scheifele supported, the motion was approved.
- Unpaid bills (\$1694.66) and paid bills (\$10,276.83). Items paid reflect the period since the last meeting April 10 - May 14, 2018.
  - Request approval, Schoonmaker moved, Smith supported, and the motion was approved.

**Director's Report** (written report submitted by Karen)

- Michigan Notable Author Daniel Wolff went well, 70 people in attendance.
- Great Benzie Read, *The Librarian of Auschwitz*, had a small attendance, but great feedback.
- *Saving Arcadia* program with Heather Shumaker will be hosted at the Darcy on July 11.
- *Book Page* magazine has been purchased by the Friends.
- IPR has approached the library about leaving recorders for people to check out to record local stories and history. Want to download editing software on one of the computers.

- Beginning workshop with Marda and Karen. Karen will get Level III Librarian certification and will then be able to officially be the director of the Darcy Library of Beulah!
- Summer Reading Program. Will start on July 18th. **Libraries Rock!** Is the theme, focusing on music. Will be weekly on Monday for 10:30 - 11:30 weekly.

### **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 after the workshop completion, review the position and her performance, and remove the "interim" title.

#### **Maintenance Committee**

- Spring maintenance needs completed:
  - HVAC has been done
  - Dan will contact MI Pest, Chris Etc. will clean the windows after the pest control spraying

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

- Dan and Janice attended. Graceland Fruit is now paying dividends.

### **Old Business**

- Internet Use Policy
  - Revisions have been completed to make the library fully CIPA compliant. Schoonmaker moved to adopt the revised policy, Downs supported, the motion passed.
- Potential Transition to Apollo cataloging system
  - Will try out the system for one month and if the staff likes it, will sign up for it in the fall.
  - Will be able to share patrons with Benzonia
  - Costs \$800 to switch from Evergreen
  - Karen thinks that it seems to be more user friendly than Evergreen.
- Circulation Policy
  - Requires a few formatting tinkerings for Janice to fix
  - Downs proposed to adopt the policy as amended, Schoonmaker supported, the motion was passed.
- Desk Reconfiguration
  - Must make changes for the new cabling that is required
- Security Cameras and HVAC Room Ventilation
  - Grant for cameras is in the works
  - HVAC adjustment needed in order to keep the main computer room cool

### **New Business** (Part 2)

- Trustee Positions for Fall 2018 Election
  - Schoonmaker, Smith, and Hahn terms expire in November 2018

### **Other Business**

- None

**Next Meeting:** The next scheduled board meeting is June 11, 2018 at 5:30 PM

**Adjournment:** Downs moved, Smith supported and the meeting adjourned at 7:17 PM.

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