

**BOARD OF TRUSTEES MEETING**  
**Darcy Library of Beulah**  
**September 10, 2018**

**Call to Order:** The regular Board of Trustees meeting called to order at 5:31 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, Abby Smith

**Absent:** None

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

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

**Approval of Minutes:** Downs moved to approve minutes from July 9, 2018, Schoonmaker supported, the minutes were approved.

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

- Reviewed the unaudited financial statement for year-ended June 30, 2018.
  - Each were given a bound copy in the Government Accounting Standards Board (GASB) format including a Management Report and Notes to the Financial Statement.
  - Reflects actual penal fines receivable of \$14,423 vs. \$15,000 budgeted.
  - The revised income is \$10,790 which is \$577 less than the preliminary.
  - Approval of the unaudited financial statement was moved by Schoonmaker, Scheifele supported, the motion was approved.
- Financial statement for the two-month period ending August 31, 2018. Expenditures exceeded revenues by \$11,201 vs. the budgeted amount of \$14,748. Much of the difference was due to wages and administrative expenditures that were under budget.
  - Approval of the financial statement for the two-month period ending August 31, 2018 was moved by Schoonmaker, Downs supported, the motion was approved.
- Unpaid bills (\$182.18) and paid bills (\$14,053.41) since the last meeting on July 9th covering a two-month period.
  - Request approval, Schoonmaker moved, Scheifele supported, there was some discussion about the fee involved for changing from Equinox (Evergreen) to Apollo, and then motion was approved.
- Central State Bank requires annual updating of the direct deposit agreement.
- Donation was made of 6 new security cameras and a DVR.

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

- Summer Reading Program. **Libraries Rock!** Reading program ended July 27th and had very low attendance. Next year's theme is Space so hopefully more kids will be drawn to the programs.
- *Saving Arcadia* program with Heather Shumaker was well-attended by 43 people at the Darcy on July 11.
- The Great Benzie Read on July 19th at Benzonia Public Library about *The Round House* by Louise Erdrich had 20 people in attendance. The next program will be by September 20th at the Betsie Valley District Library and the book is *The Great Alone* by Kristin Hannah.
- Upcoming events include
  - Banned Books reading contest during the month of September

- Considering creating a “Haunted Library” on Saturday, October 6th as part of the Fall Fest activities in Beulah/Benzonia. Will be family-friendly.
- Monday movies will begin again on September 17th.
- Family movies will begin in October.
- Other items
  - James “Raully” Donahue has been hired for the part-time position. Bonnie is still having difficulty from her injuries and will hopefully be doing better in September.
  - The Security Webinar was very informative and Karen has a recorded version to share with the staff. This prompted the installation of a lock on the workroom door and questions about exit signs and updating the placement of smoke detectors.
  - Karen is working to get library cards to local students. She has contacted Benzie Central High School and middle and high school teachers at New Covenant Christian Academy.
  - Karen will be attending New and Advanced Director Workshops in Lansing on Thursday and Friday of this week.

### **Committee Reports**

#### **Personnel Committee**

- None

#### **Maintenance Committee**

- Nothing new

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

- Book Sale discussion regarding whether or not to continue with it.

### **Old Business**

- Transition to Apollo cataloging system
  - Getting ready to try this new system
- Security Cameras, HVAC Room Ventilation, A/V Upgrade
  - Six new security cameras were donated
  - HVAC work is in progress
  - A/V bids were secured from two businesses, Sound Environments and Waara Technologies. Sound Environments had the lower bid, there was a question on use tax of \$228.21 which Hook will check into. A motion was made to accept Sound Environments’ bid after resolving the use tax situation and paying for this work with Darcy funds from our own net position. Smith moved, Scheifele supported, the motion was approved.
- Re-cabling Project Update. Still on hold. Zylstra will replace Heimler but some bureaucratic hoops need to be jumped through before it’s official.

### **New Business**

- Additional Electrical Work
  - Exterior lighting, floor plug covering, smoke alarms, etc. needed
- Policy Change regarding employee training costs
  - Discussion regarding workshop repayment costs if employees do not stay with the organization for a period of time after receiving the training.
  - Probably cannot do much, may be just the “cost of doing business”, Karen will check with the Mid-Michigan Library’s attorney for information.

**Next Meeting:** The next scheduled board meeting is October 8, 2018 at 5:30 PM

**Adjournment:** Schoonmaker moved, Downs supported and the meeting adjourned at 6:58 PM.

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

