

BOARD OF TRUSTEES MEETING
Darcy Library of Beulah
December 10, 2019

Call to Order: The regular Board of Trustees meeting called to order at 7:03 PM at the Darcy Library in Beulah, Michigan. Those in attendance and constituting a quorum were:

Present: Dan Hook, Cathy Hahn, Phil Downs, Debby Laslo, Dan Schoonmaker

Absent: Abby Smith

Guest(s): Karen Salyer, Library Director

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

Approval of Minutes: Laslo moved to approve minutes from November 12, 2019. Downs supported, the minutes were approved.

Treasurer's Report (See corresponding documents)

- Financial statement for the 5-month period-ended November 30, 2019
 - Balance sheet does not show the federal USAC grant as revenue (\$5864) until it is received.
 - Expenditures exceeded revenue by \$34,822 compared to budgeted amount of \$42,723.
 - The difference was due to wages and administrative expenditures that were under budget
- Deficit will be eliminated when property tax revenue is received in early 2020
- Request approval of the financial statement for period-ended November 30, Schoonmaker moved, Hahn supported, the motion was approved.
- Request approval of bills to pay (\$174.46) and paid (\$6248.09) since the last meeting on November 12, 2019
 - Laslo moved, Downs supported, the motion was approved

Director's Report (submitted by Karen Salyer)

- **Gift Wrapping** project wasn't used by many people, probably won't do again
- Received a **\$500 donation**, purchased **more board games**
- The **Great Benzie Read** on January 23rd in Frankfort, What the Eyes Do Not See by Mona Hanna-Attisha, hoping for a large turnout
- **Scrabble tournament** scheduled for January

Committee Reports

Personnel Committee

- No report.

Maintenance Committee

- Glen Lake Electric did some work on lights in the restroom and emergency lights
- Howard Kennedy is paid \$1300 for snow removal
- Moore Mechanical serviced the fireplace

Liaison Report with Friends of the Darcy Library

- Meet tomorrow, December 11, Dan Hook will attend.

Old Business

- Universal Service Fund Category 2 Reimbursement Update
 - Resolved. Approved. Total amount of \$6179.99 is supposed to come through in 30 days
- Status of Policy Manual
 - Dan and Janice will look at policies when they get over the trauma of moving to sunny Florida.

New Business

Old Business

- Free Little Library behind the trailhead building, wondering about who put it there

Public Comment

- None

Next Meeting: The next meeting is scheduled for January 10, 2020 at 7pm.

Adjournment: Downs moved, Laslo supported and the meeting adjourned at 7:21 PM.

Respectfully submitted: Catherine Hahn, Recording Secretary