

**BOARD OF TRUSTEES MEETING**  
**Darcy Library of Beulah**  
**February 11, 2019**

**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 (via phone)

**Absent:** Abby Smith

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

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

**Approval of Minutes:** Downs moved to approve minutes from November 12, 2018, Scheifele supported, the minutes were approved.

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

- Revised budget items. Several significant variations in revenue and expenditures over the first 6 months.
  - Net effect is a \$5804 increase in the budgeted loss to \$19,914. It is anticipated that the actual loss will be less due to reductions in staffing, wages, and program expenditures.
    - Schoonmaker moved to approve the budget revisions, Scheifele supported, the motion was approved.
- Financial statements for the 7-month period ending January 31, 2019. State of Michigan changed the reporting format.
  - The net loss for the 7 months was \$18,479 compared to the amended budgeted loss of \$27,845 (Includes 2 months of no Board meetings). Much of the difference was due to lower wages, program expenditures, and fewer gifts and grants.
    - Approval of the financial statement for the 7-month period ending January 31, 2019, was moved by Schoonmaker, Scheifele supported, the motion was approved.
- Approval of bills. Unpaid bills (\$0) and paid bills (\$25,927.14) since the last meeting on November 13, 2018.
  - List of bills were attached. Karen alerted Dan S. that the January Amazon bill had not been paid also.
    - Request approval, Schoonmaker moved, Downs supported, the motion was approved.

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

- Recent Events.
  - **Scrabble Tournament** had 4 participants. Will try another in the spring.
  - **Monday Movies** continue to have low attendance. Weather is probably a factor.
  - **Family Movies** continue to have an average attendance.

- Upcoming events.
  - **Field Trip!** New Covenant Christian Academy pre-k and kindergarten classes will be visiting on Feb. 20th.
  - **Cooks and Books** program returning. The plan is to host one potluck dinner a month with patrons contributing a dish from the cookbook selected by the staff.
- Other items
  - The **Dolly Parton Imagination Library** program will be launching in March. Each library in the county will host a kick-off event. March 9th is our date. A great opportunity for families with kids ages 0-5 to receive a free book every month until they are 5 years old.
  - Tracey suggested that events, such as this, be placed on the Chamber of Commerce website to help get word out.

## Committee Reports

### **Personnel Committee**

- Raully's last day is Feb. 15. Karen has had applicants that are encouraging.

### **Maintenance Committee**

- Under "Old Business"

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

- Hook attended. Winterfest Cookie Sale earned over \$1000 (in 4 hours). Participation is an issue! They need members. Their investments are doing well. However, if the group disbands than their funds will revert to the Village of Beulah (not the Darcy Library). Concerns about this, will further investigate.
- Meetings are the second Wednesday of the month at 5 pm.

## Old Business

- Update: Transition to Apollo cataloging system
  - Start-up call, Mel-Cat paperwork, data migration day to be announced
  - Library may close for a day or two for staff training on this system
- Update: Security Cameras, HVAC Room Ventilation, A/V Upgrade
  - A/V upgrade has been completed.
  - Cameras need some tweaking.
  - HVAC ventilation nearly complete. Tying up loose ends.
- Update: Re-cabling Project Update. Zylstra is nearly completed with this project.

## New Business

- None

## Other Business

- Janice inquired (via Dan S.) about policies and bylaws that the Board may want to review in the future.
  - Dan H. stated that we may need to look at the Drug Use and Patron Conduct policies due to the recent legalization of marijuana in Michigan.

**Next Meeting:** The next scheduled board meeting is March 11, 2019 at 5:30 PM

**Adjournment:** Downs moved to adjourn, Scheiffele supported and the meeting adjourned at 6:11 PM.

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