

BOARD OF TRUSTEES MEETING
Darcy Library of Beulah
June 11, 2019

Call to Order: The regular Board of Trustees meeting called to order at 7 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 Salyer, Library Director; Debby Laslo, nominated Board member

Approval of Agenda: New Business was moved to the beginning of the meeting; Schoonmaker moved to approve the revised agenda, Downs supported, the slightly altered agenda for the meeting was approved.

New Business

- Appoint new board member. Debby Laslo has agreed to fill Tracey's position on the Board for the remainder of her term (November 2020). The Board was asked to accept Tracey's separation from the Board due to her relocation outside of Benzonia township. Smith moved to approve Debby's position on the Board, Schoonmaker supported, the motion was approved.

Approval of Minutes: Downs moved to approve minutes from May 14, 2019. Smith supported, the minutes were approved.

Treasurer's Report (See corresponding documents)

- Proposed amended annual budget for fiscal year 2018-9
 - The current fiscal year had several significant variations in both revenue and expenditures. Memorial gifts and grants were under budget. Due to changes in staffing, wages and program expenditures were significantly under budget.
 - A revised budget was attached to reflect these changes and to bring various budget amounts into compliance with state requirements. The net effect is a \$4,240 reduction in the budgeted loss. The actual loss is anticipated to be less than the revised budgeted loss of \$15,674.
 - Request approval of proposed amended budget . Smith moved, Laslo supported, the motion was approved.
- Monthly financial report for eleven months-ended May 31, 2019
 - The financial status for the eleven-month period is \$16,256 loss versus the revised \$21,743 budgeted loss. County penal fines of about \$14,000 will recorded as due in June which will reduce the loss.
 - Request approval of the financial statements for May 31, 2019 and proposed budget adjustments effective May 2019 and for paid bills (\$10,498.43) and unpaid bills (\$2141.72) for the period May 15 to June 11, 2019. Schoonmaker moved, Downs supported, the motion was approved.
- Proposed annual budget for fiscal year 2019-20
 - Grants – Due to the continued decrease in gifts and grants, we anticipate needing up to \$10,000 from the Friends this year plus the \$2,000 for eBooks. Any other items will be requested on an “as needed” basis from the Friends.
 - Wages – The amount reflects returning to approximately “double” staffing i.e. two paid staff during open hours. Some adjustment may be made depending upon use of volunteers and periodic review of pay rates and staffing hours.

- Overall, the budgeted loss is \$7,425 vs a revised budget loss of \$15,674 the prior year. Both are conservative estimates.
 - Request approval of proposed budget for fiscal year 2019-20. Schoonmaker moved, Smith supported, the motion was approved.
- Audit of the financial statements for the year-ended June 30, 2019 as required by the State of Michigan.
 - The quote from Baird, Cotter & Bishop, P.C. is not to exceed \$3,200. (Note: Cost of prior audit for 2017 was \$3,000.)
 - Request approval to accept engagement letter from Baird, Cotter, & Bishop, P.C. for audit. Schoonmaker moved, Downs supported, the motion was approved.

Director's Report (submitted by Karen Salyer)

- The **Summer Reading** program registration began June 3rd. The first program day will be Tuesday, June 18th. Space is the overall theme, Star Wars is our focus.
- **MI notable author**, Michael Hodges, presented a program at the Mills community House on May 28th. We were co-sponsors with Benzonia Public Library. 26 people attended.
- **Dr. Margaret Robling** will present her book, Change Your Mindset, on Friday, June 14 at 5pm. Her discussion will cover the factors that go into living a happy, healthy, fulfilling life as one moves through ones later years.
- The next **Great Benzie Read** will be July 11th, 6 PM, at the Betsie Valley District Library. The book to be discussed is Educated by Tara Westover.
- Other items
 - A \$100 donation was made in honor of Margaret Kells who passed away. This donation is for the purchase of children's books.

Committee Reports

Personnel Committee

- Karen's performance review is due; Board members need to complete and send to Dan S.

Maintenance Committee

- Grounds. Grass is being cut, spider spray was completed.
- Building. Windows have been cleaned, security cameras are working; some lights are not working and Bluewater Electric will have to return and correct the issue. (Some disappointment with their work).

Liaison Report with Friends of the Darcy Library

- Dan S. attended. Discussed By-Law revision draft regarding fund distribution if the Friends group dissolves.

Old Business

- Update: Transition to Apollo cataloging system
 - All good.
- Update: Safe Deposit Box signees
 - Dan S. and Phil need to go to the bank and sign the form.

New Business

- See above

Public Comment

- None

Next Meeting: The next meeting is scheduled for September 10, 2019

Adjournment: Downs moved, Laslo supported and the meeting adjourned at 8:15 PM.

Respectfully submitted: Catherine Hahn, Recording Secretary

