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

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, 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 February 11, 2019, Scheifele supported, the minutes were approved.

Treasurer's Report (See corresponding documents)

- Financial statements for the 8-month period ending February 28, 2019.
    - The net loss for the 8 months was $25,813 compared to the amended budgeted loss of $30,519.   Much of the difference was due to lower wages, program expenditures, fewer gifts and grants, and lower service expenditures.
    - About half of the estimated property tax revenue was received as of February 28. The receipt of the balance will significantly reduce the deficit.
    - No other significant budget variations.
        - Approval of the financial statement for the 8-month period ending February 28, 2019, was moved by Schoonmaker, Downs supported, the motion was approved.

- Approval of bills. Unpaid bills ($381.13) and paid bills ($5325.20) since the last meeting on February 12, 2019.
    - List of bills were attached.
        - Request approval, Schoonmaker moved, Scheifele supported, the motion was approved.

Director's Report (submitted by Karen Salyer)

- Recent Events.
    - **Dolly Parton Imagination Library** kickoff event had 9 children sign up for free books.

- Upcoming events.
    - **Cooks and Books** program adjustment. Change from a potluck dinner to a theme session in order to not compete with the Grow Benzie monthly potluck dinner. March will be celebrity dessert recipes.
    - **Author Robert Downes** will present program *Bicycling America* on April 4th.
- Other items
    - **Apollo** cataloging system will go live on March 20. Library will be closed that day for staff training.

- Karen will attend the **Small Libraries Big Impact** conference April 29-30 in Gaylord. She will ask the Friends to help pay the cost because it was not budgeted for previously.
- Bonnie will attend **The Beginning Workshop** in May, It is a 3-day training.

Committee Reports

Personnel Committee
- Hiring for part-time employee on hold; waiting for the Apollo catalog system transfer first.

Maintenance Committee
- The usual spring maintenance-windows, AC, lawn care,...

Liaison Report with Friends of the Darcy Library
- By-law concerns were discussed regarding funds if Friends group disbands. Schoonmaker volunteered to look over the by-laws.
- Meetings are the second Wednesday of the month at 5 pm.

Old Business

- Update: Transition to Apollo cataloging system-March 20, Library will be closed that day.

- Update: Re-cabling Project and Security Cameras
    - No work done since last meeting.
    - Second bill received from Zylstra, need more detail instead of just a dollar amount.
    - Few minor things need to be completed for job wrap up.

New Business

- Appointment of persons to authorize safe deposit box
    - Hook is already authorized; after some discussion, a motion was made by Hook to add Schoonmaker and Downs to those allowed to access the safe deposit box, Scheifele supported, motion approved.
    - A copy of the minutes showing board approval are required for the bank to make the changes.

Other Business

- Tracey S. has moved to Honor and is, sadly, no longer a resident of Benzonia township, so she will have to leave the Darcy Library Board. (She did promise to join the Friends group, however.)
- Abby S. is struggling with meeting times and wonders if more flexibility is possible.

Next Meeting: The next scheduled board meeting is April 8, 2019 at 5:30 PM
Adjournment: Downs moved to adjourn, Scheiffele supported and the meeting adjourned at 6:12 PM.
Respectfully submitted: Catherine Hahn, Recording Secretary