

BOARD OF TRUSTEES MEETING
Darcy Library of Beulah
May 14, 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, Dan Schoonmaker

Absent: Abby Smith, Tracey Scheifele

Guest(s): Karen Salyer, Library Director; Debbie and Mike Laslo, interested citizens

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 the minutes from March 11, 2019, Hahn supported, the minutes were approved. The non-quorum meeting minutes from April 8, 2019 were moved for approval by Schoonmaker, Downs supported, the minutes were approved.

Treasurer's Report (See corresponding documents)

- Financial statements for the 10-month period ending April 30, 2019.
 - The actual loss to date was \$13,481 compared to the budgeted loss of \$20,312 due to lower expenses.
 - Penal fines of about \$14,000 will offset most of the loss upon receipt
 - Received about \$60,084 to date of the total budgeted property taxes of \$64,725. The estimated amount due will be verified and the budget adjusted in June.
 - The 2019 OverDrive annual fee of \$2000 was paid and reimbursement received from the Friends group.
 - Budget adjustments will be made in June. No significant overages to date. The budget for the next fiscal year will be submitted at the next Board meeting.
 - Approval of the financial report was moved by Schoonmaker, Downs supported, the motion was approved.
- Approval of bills. Unpaid bills (\$3454.56) and paid bills (\$20,119.56) since the last meeting from March 12-May 14, 2019.
 - List of bills were attached.
 - Request approval, Schoonmaker moved, Hahn supported, the motion was approved.
- The biennial audit is required for the fiscal year June 30, 2019. A quote has been requested from the auditing firm previously used.

Director's Report (submitted by Karen Salyer)

- Library use numbers are improving.
 - 14 people attended the Great Benzie Read in April
 - May 4th was Star Wars day, 6 people attended
 - The upcoming summer reading program is space related, so Star Wars ties in

- Upcoming events.
 - **Michael Hodges**, notable author, will present on May 28th.
- Other Items
 - Karen attended the **Small Libraries Big Impact** conference April 29-30 in Gaylord.
 - Board games are now available at the library for check out

Committee Reports

Personnel Committee

- No report

Maintenance Committee

- Moore Mechanical checked out the AC system

Liaison Report with Friends of the Darcy Library

- Looking at revising the by-laws if the Friends organization ceases to function.
- Long time volunteers Lois and Diane retired from volunteering. Schoonmaker moved to secure a "Thank You" gift for them on behalf of the Darcy Board, Downs supported, the motion was approved.

Old Business

- Update: Transition to Apollo cataloging system has been completed. Staff is happy. All is well!
- Update: Re-cabling Project and Security Cameras
 - Needed detailed bill from Zylstra to get reimbursed by the Universal Services Fund
 - 4 inside and 4 outside security cameras, one is not functioning properly, Carol and Dan S. will look into on Thursday.
- Update: Safe Deposit Box Authorization
 - Now that the minutes from the March meeting have FINALLY been received, Schoonmaker and Downs can be authorized as signatories for the safe deposit box along with Hook.

New Business

- Replacement for Telecomp Solutions
 - Telecomp Solutions is going out of business and is referring their clients to Techplex. Lori Leugers was the Telecomp contact person and helped with accessing the Universal Service Fund money for technology upgrades.
 - A letter from Techplex was reviewed that outlined their programs, fees, and current customers. The contact person is Starr Garter.
 - Schoonmaker moved to allow Techplex to provide the services that Telecomp Solutions was previously providing, Downs supported, the motion was approved.

Next Meeting: The next scheduled board meeting is June 11, 2019 at 7 PM

Adjournment: Downs moved to adjourn, Hahn supported and the meeting adjourned at 8:05 PM.

Respectfully submitted: Catherine Hahn, Recording Secretary